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TUESDAY, JANUARY 18, 1977

PART VI

POSTAL SERVICE

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POSTAL SERVICE MANUAL

Miscellaneous Amendments

Title 39—Postal Service

CHAPTER I—UNITED STATES POSTAL SERVICE

PART 111—GENERAL INFORMATION ON POSTAL SERVICE

Postal Service Manual; Miscellaneous Amendments

Chapter I of the Postal Service Manual, which has been incorporated by reference in the FEDERAL REGISTER (see 39 CFR 111.1), has been amended by the issuance of Post Office Services (Domestic) Transmittal Letter 41, Issue 115, dated December 31, 1976.

Consistent with 39 CFR 111.3, Transmittal Letter 41, Issue 115, is hereby published in the FEDERAL REGISTER in full text, and notice of this publication is added as an amendment to § 111.3. In addition, the text of the changes is filed with the Director, Office of the Federal Register. Subscribers to the Manual will receive these amendments automatically from the Government Printing Office. (For other availability of Chapter I of the Postal Service Manual, see 39 CFR 111.2.)

In consideration of the foregoing 39 CFR 111.3 is amended as follows:

§ 111.3 Amendments to Chapter I of Postal Service Manual.

* * * * *

Transmittal letter	Issue	Date	FEDERAL REGISTER publication
41	115	Dec. 31, 1976	42 FR 3470

Except as explained in 2.2ll of the Transmittal Letter, these amendments are effective immediately, except that the new rates and fees described in 2.1a, 2.2 a, i, n, o, t, 2.5 a-i, and 2.6a of the Transmittal Letter were published in the FEDERAL REGISTER on July 16, 1976 (41 FR 29570); except that the material on sexually oriented advertisements described in 2.1 d–g of the Transmittal Letter was published in the FEDERAL REGISTER on June 1, 1976 (41 FR 22039); except that the material on pandering advertisements described in 2.1h of the Transmittal Letter was published in the FEDERAL REGISTER on July 28, 1976 (41 FR 31380); except that the mail classification implementing regulations described in 2.2 a–h, q, u–y, aa–hh, jj, kk, oo, and 2.3 d–j of the Transmittal Letter were published in the FEDERAL REGISTER on July 12, 1976 (41 FR 28478), as amended and corrected on October 20, 1976 (41 FR 46295), October 28, 1976 (41 FR 47236), and December 7, 1976 (41 FR 53478); except that the changes described in 2.2 j–m, r, and z of the Transmittal Letter were made to be consistent with Pub. L. 94–421, approved September 24, 1976; and except that the changes to 137.21 of the Postal Service Manual dealing with reimbursement for official mail service were published in the FEDERAL REGISTER on September 9, 1976 (41 FR 38166).

(5 USC 552(a), 39 USC 401.)

ROGER P. CRAIG,
Deputy General Counsel.

Accordingly, Transmittal Letter 41, Issue 115 is hereby published, and reads as follows:

POSTAL SERVICE MANUAL

Post Office Services (Domestic) Transmittal Letter 41

1 FILING INSTRUCTIONS

Remove pages headed:	Insert pages headed:
Contents (123.5) - Contents (138.4) (2 sheets)	Contents (123.6) - Contents (138.4) (2 sheets)
122.442 - 122.52 (2 sheets)	122.442 - 122.52 (2 sheets)
123.511 - 124.21 (4 sheets)	123.44h - 124.21 (5 sheets)
124.63 (1 sheet)	124.63 (1 sheet)
126.2 (MPO 09123) - 126.2 (MPO 98799) (4 sheets)	126.2 (MPO 09121) - 126.2 (MPO 98799) (4 sheets)
131.212b - 132.15 (7 sheets)	131.121 - 132.222 (11 sheets)
132.473 - 137.22 (20 sheets)	132.473 - 137.22 (23 sheets)
137.267a (1 sheet)	137.267a (1 sheet)
141.114 - 141.21 (2 sheets)	141.114 - 141.21 (2 sheets)
144.45 (1 sheet)	144.45 (1 sheet)
144.962 - 147.14 (10 sheets)	144.962 - 147.231f (10 sheets)
152.31 - 154.212 (4 sheets)	152.2 - 154.212 (4 sheets)
155.5 (1 sheet)	155.5 (1 sheet)
156.511 - 156.532 (3 sheets)	156.511 - 156.58 (3 sheets)
159.215 - 159.41 (5 sheets)	159.215 - 159.41 (5 sheets)
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161.513 (1 sheet)	161.513 (1 sheet)
161.921 - 162.32 (3 sheets)	161.921 - 162.32 (3 sheets)
162.73 - 163.18 (2 sheets)	162.73 - 163.18 (2 sheets)
163.712b - 163,734b (3 sheets)	163.712b - 163.734b (3 sheets)
164.94 - 168.1 (6 sheets)	164.94 - 168.1 (6 sheets)
168.72 (1 sheet)	168.72 (1 sheet)
169.554 (1 sheet)	169.553 - 169.661 (2 sheets)
171.132 (1 sheet)	171.132 (1 sheet)
171.212 (1 sheet)	171.212 (1 sheet)
173.4 (1 sheet)	173.4 (1 sheet)

2 EXPLANATION OF CHANGES

.1 Part 120:

a. Amended section 122.514 to increase the charge for correcting mailing lists.

b. Revised section 122.53 to specify the proper manner of marking address cards arranged in sequence of carrier route delivery.

c. Added new section 123.44(h) to include Matter Promoting Animal Fighting Ventures (7 U.S.C. 2156) in Part 123, which deals with nonmailable written, printed, and graphic matter.

d. Corrected section 123.52 to show the proper address to which Forms 2201 should be mailed and to indicate weekly submission of Forms 2201.

e. Amended section 123.541 to describe revised List purchase procedures.

f. Amended section 123.542 to state the amount of the annual buyer's fee.

g. Amended section 123.543 to specify List request procedures.

h. Added new section 123.6 to facilitate employment of the protections offered by the *pandering advertisements statute*, 39 U.S.C. §3008 (formerly §4009), by informing both postal personnel and postal customers of their continuing availability and exact nature and how to employ them.

i. Amended section 124.55 to correct the erroneous reference to uncontrolled substances.

j. Revised section 126.2 to incorporate APO and FPO changes in the list of military post offices overseas and changes in mailing restrictions prescribed by the Department of Defense.

2. Part 130:

a. Added new sections 131.11 - .13 to describe the method of determining the rate for single piece first-class mail, to establish a bulk presort rate, and to anticipate a future surcharge on nonstandard first-class mail.

b. Amended sections 131.22a and 131.33c as to recommended ratio.

c. Added new section 131.227 to describe presorted first-class mail.

d. Amended sections 131.232 and .233 to discontinue the existing business reply mail fee structure and to establish a fee structure for such mail based upon whether or not the user maintains an active advance deposit account with the Postal Service.

e. Added new section 131.34 to define nonstandard first-class mail. Corresponding changes have been made in 131.222a, 131.33c and 134.32c.

f. Amended section 131.4 to specify the method of paying postage on mailings made at presort rates and to establish an annual fee for first-class presort mail.

g. Renumbered sections 131.5 and 131.6 as 131.7 and 131.8 respectively.

h. Added new sections 131.5 and 131.6 to deal with the preparation of presort mail for mailing, and the verification by a postal employee that such mail has been properly prepared and qualifies for the presort rate.

i. Amended Part 132 to reflect the current rates for second-class matter.

j. Expanded section 132.122d to include one conservation publication issued by a state fish or wildlife agency.

k. Amended section 132.211: The term *periodical* includes: (a) college and university course catalogs or other course listings and announcements of legal texts relating to continuing legal education published by educational institutions or nonprofit organizations, and (b) looseleaf pages reporting developments in law and public policy.

l. Added section 132.472m to provide that requests for address correction information may be placed on wrappers or envelopes containing copies of second-class publications.

m. Amended section 132.73 to make it consistent with sections 132.71 and 132.72.

n. Amended Part 133 to reflect the current rates for controlled circulation matter.

o. Amended Part 134 to reflect the current rates for third-class matter.

p. Added new section 134.125 to explain how to calculate the maximum piece weight that can be mailed at the minimum per piece rates.

q. Added new sections 134.224 and 134.33 to define nonstandard third-class mail and to anticipate a future surcharge for such mail.

r. Amended definition of *Agricultural* organization in 134.522e to include: (a) nonprofit organizations engaged in harvesting of marine resources and (b) nonprofit organizations whose primary purpose is the collection and dissemination of information or materials relating to agricultural pursuits.

s. Modified section 134.53 so that municipal, county, or State governmental bodies are not excluded from eligibility for special third-class rates, if they can otherwise qualify within one of the defined categories which may be authorized to mail at the special rates.
t. Amended Part 135 to reflect the current rates for fourth-class matter.
u. Added new section 135.112 to provide bulk zone rates for 300 or more pieces of fourth-class (parcel post) mail.
v. Amended section 135.12 to include both fourth-class catalogs and similar bound printed matter in a subclass called *bound printed matter* and provide the rates for such matter.
w. Added new section 135.132 to provide bulk presort rates for special fourth-class matter and establish an annual fourth-class mailing fee for mailers using such rates.
x. Revised section 135.2 to clarify the classification of fourth-class mail and to provide for the special fourth-class presort rate.
y. Redesignated section 135.22 as 135.15 and amended to describe the postal zones and otherwise clarify the regulation.
z. Expanded section 135.26b to include books mailed by a publisher or distributor to a school, college, university, or library as items eligible to be mailed at library rate.
aa. Amended section 135.3 to reflect the size and weight limitations of bulk rate parcel post and bound printed matter.
bb. Amended section 135.4 to require that mailers of fourth-class matter at presort and bulk rates pay postage by permit imprint.
cc. Added new section 135.521(i) to permit enclosures or attachments to fourth-class mail on which the first-class rate has been paid.
dd. Renumbered sections 135.6 and 135.7/ as 135.53 and 135.6 respectively.
ee. Added new section 135.7 requiring a ZIP Code on all fourth-class matter mailed at bound printed matter, bulk parcel post, library and special fourth-class rates.
ff. Amended section 135.8 to require that mailings at bulk or presort rates be made at a station or branch specified by the postmaster.
gg. Amended section 136.11 to include rates when Business Reply Mail advance deposit account option is or is not used.
hh. Added new section 136.13 to establish a presort rate for presorted airmail.
ii. Amended section 136.22 to reflect the requirements of Part 124 and air transport restricted articles tariffs.
jj. Added new section 136.33 to define nonstandard airmail and advise that a surcharge on such mail is anticipated in the future.
kk. Amended section 136.4 to require payment only by meter stamps or permit imprints for mailings made at presort airmail rates and to establish a $30 first-class presort mailing fee.
ll. The changes to Part 137 reflect the impact of amendments to the franking statutes, enacted by Public Law 93-532, approved December 22, 1974, and Public Law 94-177, approved December 23, 1975, with respect to retiring officials entitled to use the frank for a period after the termination of their service.
mm. Amended chart of authorized users in section 137.13 by changing the period during which the frank may be used by incumbents to make certain mailings read *During term of office only.* Franked mail transmitted by former incumbents has been specifically limited to mail on official business related to the closing of their respective offices. The period during which a former official may use the frank has been established as "During the 90-day period immediately following the date on which he leaves office," except for former speakers of the House, who may continue to use the frank "for as long as the former speaker determines necessary."
nn. Renumbered sections 137.14b, c, d, e, and f. Added new section 137.14b which prescribes that franked mail sent by former incumbents must relate to the closing of their respective offices.
oo. Amended section 137.272 to authorize mailing of official mail at presorted and bulk rates.

.3 Part 140:
a. Revised the tables in sections 141.121 and 141.21 to reflect the change in selling prices of plain precanceled stamped envelopes and printed precanceled stamped envelopes.
b. Amended section 144.46 to clarify the requirements concerning the content of postage meter indicia postmarks.
c. Amended section 144.492 to permit additional postal markings in ad plates.
d. Added new section 145.2(b) to state that the position of the imprint on fourth-class bound printed matter may be varied so that automatic data processing equipment can be used.
e. Renumbered section 145.33 as 145.34.
f. New section 145.33 states the requirements the permit indicia must meet when special services are required.
g. Amended section 145.4 to show the new forms of permit imprints reflecting the various new bulk and presort rate categories.
h. Amended section 145.51 to add first-class presort and fourth-class bulk rate mail to the list of permit imprint mailings that must be mailed in certain minimum quantities.
i. Amended section 145.565 to require verification that presort requirements have been met.
j. Amended section 145.84 to state that optional procedures for items of nonidentical weight must be approved by the Office of Mail Classification.
k. Section 146.2. Revised caption to add provisions relating to matter not bearing postage placed upon, attached to, supported by, or hung from, private mail receptacles.
l. Section 146.22. Revised to add provision that matter not bearing postage found upon, or attached to, or supported by, or hung from, mail receptacles is subject to postage.
m. Section 146.23. Revised to add the distributor to the list of persons for whom a report may be made to another post office.
n. Section 146.24. Revised to add the distributor to the list of persons for whom a report shall be made to the Inspector in Charge in cases of repeated violations.
o. Deleted sections 146.25 and .26 as unnecessary and redundant.
p. Changed section 146.623 to require Forms 3750, *Notice of Attempt to Deliver Mail,* to be sent to the regional revenue protection officer when there are repeated cases of shortpaid mail from the same post office.
q. Added new section 147.222 to add procedures for requests for refunds for optional procedures mailings.

.4 Part 150:
a. Revised section 151.11 to (a) add reference to §1725 of Title 18, U.S. Code, and (b) state post is not considered part of the mail receptacle.
b. Section 151.12. Revised to state that except as provided in 156.58, it is not permissible to place matter not bearing postage in, or upon, or attach it to, or hang such matter from, or cause such matter to be supported by, mail receptacles and refers to 146.2 for procedures to be followed.
c. Revised section 153.612 to permit deposit of single-piece rate third-class mail into mail chutes and receiving boxes, thus resolving conflict with section 144.52a.
d. Amended sections 154.24 and 159.41h to provide consistent procedures for handling mail addressed to deceased persons.
e. Amended title of Publication 17 in section 155.64.
f. Section 156.44. Revised caption to be consistent with caption in 146.22 and refers to 146.2 for procedures to be followed.

dates of the individual certificates occurring before April 26, 1967. No interest accrues after that date, but the face value of a certificate and the interest due to anniversary date will be paid whenever the certificate is surrendered.

173.2 RECORDS OF ACCOUNTS

The records of accounts with outstanding balances, Form 600, *Record of Postal Savings Account*, which were established when the accounts were opened, have been transferred to the Treasury Department. They will be maintained there as the official records of the accounts.

173.3 WITHDRAWALS

All withdrawals will be paid by the Treasury Department. Postmasters should advise customers to mail the endorsed certificates to the Treasury Department, Bureau of Government Financial Operations, Division of Financial Management, Claims Review and Settlement Branch, Washington, DC 20226.

173.4 INQUIRIES FROM DEPOSITORS AND CLAIMANTS

If a person claims to have a postal savings account, but does not have any certificates evidencing deposits, or requests information about an account as an entitled claimant, the postmaster will tell the person inquiring to write the Treasury Department at the above address for information and assistance.

g. Amended section 159.2 to increase the fee for giving notice to the sender of undeliverable mail; for giving new address information to the sender; and for returning certain undeliverable mail.
h. Sections 159.224 through 159.227 have been renumbered as 159.225 through 159.228.
i. New section 159.224 provides that publishers may place requests for change of address information on wrappers or envelopes containing copies of second-class publications.
j. Amended section 159.73 to increase the fee for delivery of certain mail opened in dead mail offices.

.5 Part 160:
a. Amended section 162.21 to increase the fees for indemnity and handling charges on registered mail, as well as the fees for the additional services of COD collection and return receipts.
b. Amended section 151.21 to increase the fees for insured mail. The fees for return receipts for such mail are also increased.
c. Amended section 163.21 to increase the fees for COD mail; the fee for notice of nondelivery of COD mail; and the fee for alteration of COD charges or designation of new addressee for such mail.
d. Amended section 165.12 to increase the fees for certificates of mailing.
e. Amended section 165.22 to increase the fees for return receipts, and a conforming amendment is made to section 165.242c.
f. Amended section 165.32 to increase the fees for restricted delivery.
g. Amended section 166.21 to increase the fees for special delivery.
h. Amended section 167.2 to increase the fees for special handling service.
i. Amended section 168.3 to increase the fees for certified mail service, as well as the fees for return receipts for such mail.
j. Amended section 169.122b(1) to provide more specific guidance to employees for the type of mail which should be considered in determining whether a larger box or caller service is required for boxholders who receive too much mail for their present box.
k. Amended section 169.554 to provide for prorated refunds of lockbox and caller service fees when such service is terminated as a result of discontinuance of a facility.

.6 Part 170:
a. Amended section 171.122 to increase the fees for money orders.
b. Amended section 173.3 to reflect the correct address for mailing Postal Savings Certificates and inquiries concerning Postal Savings.

P. J. Skully

Director
Office of Management Services

Chapter 1

POST OFFICE SERVICES (DOMESTIC)

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(134.122); and bulk fourth-class catalogs and similar advertising matter (135.121):

Mr. John Doe/or current occupant; *or*
Mr. John Doe/or current resident;
followed by the complete address as shown in 122.421.

b. Users of the authorized exceptional form of address on bulk third-class and fourth-class catalogs and advertisements may not use the postal endorsements *Address Correction Requested, Return Postage Guaranteed,* or *Forwarding and Return Postage Guaranteed* simultaneously with the exceptional form of address.
c. The materials addressed in this manner must not be enclosed in a sealed envelope or wrapper.

.43 NUMBER OF CUSTOMERS

On request, postmasters will furnish, without charge, information as follows:
a. Number of post office boxholders.
b. Route numbers and number of boxholders on each rural and star route.
c. Route numbers and number of families on each rural route.
d. Number of families served or number of business places served within the total delivery area or on particular carrier routes.

.44 MAILING UNDER CONGRESSIONAL FRANK

.441 *Address by Name and Post Office*

Except as provided in 122.442, all mail sent under the franking privilege must be addressed to the recipient by name and post office address.

.442 *Simplified Address*

a. Mail sent under the franking privilege of a Member of, or Member-elect, Delegate, Delegate-elect, Resident Commissioner, or Resident Commissioner-elect to the House of Representatives may be addressed under the simplified forms in 122.411 and 122.42 for delivery to customers within the area he was elected to represent. A member whose congressional district is redistricted may also send mail under his frank using the simplified forms for delivery within any additional area added to his district, beginning on the date the redistricting is completed by legislative or judicial proceedings (whether or not the redistricting is actually in effect), and continuing until his district is again changed by further legislative or judicial proceedings. Mail so addressed will be delivered within that district to any or all of the following:
   (1) Each boxholder on a rural or star route or each family on a rural or star route.
   (2) Each post office boxholder.
   (3) Each stop or possible delivery on city carrier routes.
b. The information in 122.43 will, on request, be furnished for a congressional district in those instances where a post office serves areas which are located in more than one district.
c. Simplified address mailings sent under the frank must be prepared as prescribed in 122.413. Each facing slip should show the congressional district or other area in which delivery is to be made.
d. Representatives elected at large may send franked mail with simplified address to Postal customers within the entire State which elected the Member.

.45 OVERSEAS MILITARY POST OFFICES

The simplified forms of address in this section are not acceptable on mail for overseas military post offices. See 122.81 for the proper methods of addressing mail for overseas military post offices.

122.5 MAILING LIST SERVICES

.51 CORRECTION OF MAILING LISTS

.511 *Service Available*

Mailing lists submitted by Members of Congress, Federal agencies, departments of State governments, municipalities, religious, fraternal, and recognized charitable organizations and mailing lists used by concerns or persons for the solicitation of business by mail will be corrected as frequently as requested. Postal employees must not compile mailing lists, including *occupant lists*. Persons other than Postal employees may not copy or record by any other means names or addresses from city or rural carrier cases.

.512 *Name and Address Lists*

a. *Method of Submission.* Submit typewritten or printed lists on cards, one name and address to a card, to the post office that serves the addresses. The cards should be about the size and quality of a postal card. Data processing cards are acceptable. The owner of the list must place his name in the upper left corner of each card. The employee responsible for the correction and return of the mailing list will record the name and address of the owner, number of cards or sheets, and date received for accounting purposes. At post offices with 189 or fewer revenue units, mailing lists may be submitted in sheet form. Submit lists by mail only, except large lists presented by local firms for correction.
b. *Type of Corrections to be Made.* Cross off names to which mail cannot be delivered or forwarded. Correct incorrect house, rural, or post office box numbers. Correct initials where apparently the name is known to the owner of the list. Indicate the head of the family, if known, when two or more names are shown for the same address. Furnish new addresses, including ZIP Code numbers for customers who have moved, when permanent forwarding orders are on file. If no change is necessary, mark an **X** in the upper right corner of the card. New names will not be added to a list. See 122.53 for delivery sequence.

.513 *Occupant Lists*

a. *Method of Submission.* Submit lists of street addresses on cards (as described in 122.512a), one address to a card, or in sheet form, provided the sheets are made up separately by carrier routes and each sheet bears the list owner's name and address.
b. *Type of Corrections to be Made.* Correct lists for mail addressed to *occupant* and street address. Cross off numbers representing incorrect or nonexistent street addresses, but do not change or add numbers. Indicate business addresses by inserting *B* opposite the number. Indicate addresses on a rural route by *R*. Indicate the number of separate family units opposite addresses of apartment houses or other multiple dwellings. If no change is necessary, mark an *X* in the upper right corner of the card or sheet. Group corrected cards or sheets by routes when returning to the owner so that he may handle and label mailings by routes.

.514 *Charges*

a. The minimum charge for each list corrected is $1. For list of more than 10 names or addresses, the charge is 10 cents per name or street address, including individual apartments. Where rural routes have been consolidated

or changed to another post office, no charge will be made for correction if the list contains only names of persons residing on the route or routes involved.

b. Except for authorized users of official mail, payment must be made in advance by cash or money order. Do not return lists to commercial mailers until charges and postage fees have been collected.

c. Payment for correction of lists submitted by Members of Congress is made under the official mail reimbursement program. Submit a report on Form 103, *Originating Franked Mail*, to:

Revenue Statistics Branch
Office of Statistical Programs and Standards
U.S. Postal Service
Washington, DC 20260
(Attn: Originating Franked Mail)

d. Payment for correction of lists submitted by Federal agencies is made under the official mail reimbursement program. Submit a report on Item 013, *Routing Slip*, or by memorandum indicating the applicable charges and the name of the Federal agency for which the list was corrected, to:

Manager, Government Revenue and Examination Branch
Finance Department
U.S. Postal Service
Washington, DC 20260

.515 *Postage on Lists*

Typewritten lists are subject to postage at the first-class rate. Those prepared by stencil, mimeograph, printing, or similar process may be mailed at the third- or fourth-class rate depending on the weight. Return lists to customers free of postage.

.516 *Mailing List Correction Time Limitation*

Within 10 working days after receipt by the employee responsible for the correction and return of mailing lists, the lists must be corrected and returned to the owners. EXCEPTION: The 10-working days time limitation shall not apply to mailing lists received for correction between November 16 and January 1. Mailing lists received for correction between these dates shall be corrected and returned at the convenience of the post office, but as early as possible.

.52 FURNISHING ADDRESS CHANGES TO ELECTION BOARDS AND REGISTRATION COMMISSIONS

Residential change-of-address information is available to duly constituted election boards or registration commissions using permanent registration, at a cost of 5 cents for each change-of-address Form 3575 notwithstanding the schedule of fees in 262.7. An election board or registration commission desiring this information must submit to the postmaster a written request signed by an authorized official. The postmaster will send the request to the Regional Postmaster General for approval. On approval, the postmaster will receive necessary instructions from the Regional Postmaster General for release, control, and return of change-of-address Form 3575.

.53 ADDRESS CARDS ARRANGED IN SEQUENCE OF CARRIER DELIVERY

Arrange address cards in sequence of carrier route delivery without charge. Each card must include only one address. Withdraw cards with incorrect, nonexistent, or other undeliverable addresses. Mailers may submit address plates or stencils instead of cards when satisfactory arrangements can be made to handle them. Insert a blank card for each existing address that is not included in the owner's address cards, plates, or stencils. If several addresses are missing in a series, insert a single blank card for the series and indicate on the card the number of addresses which are missing. The missing address must not be provided by the Postal Service. Postmasters must check to see that mailers whose lists have been arranged in sequence prepare bundles for each route with the individual pieces in address sequence. This service shall not be provided to mailers who do not make the required premailing preparation. It must not be provided as a substitute for the list correction service provided by 122.51.

.54 FURNISHING CITY AND STATE SCHEMES

To assist volume mailers in preparing their mailings, postmasters may furnish, on request, a copy of the city scheme or the State scheme used by clerks for sorting mail, and he may arrange address cards, plates, or stencils by carrier routes.

.55 ZIP CODING OF MAILING LISTS

.551 *Single-ZIP-Coded Offices*

It is the mailer's responsibility to ZIP Code mailing lists for the single ZIP-Code post offices described in 122.632 and the multi-ZIP-Coded post offices described in 122.633 (see also 122.634).

.552 *Multi-ZIP-Coded Post Offices*

Under the following conditions, post offices will sort mailing lists consisting of addresses for the multi-ZIP-Coded post offices described in section 122.633 (see also 122.634) according to five-digit ZIP Code delivery units at a charge of $1.50 per thousand addresses or fraction thereof, payable to the local postmaster upon submission of the list:

a. Mailers with EDP equipment must first match their mailing lists with Postal Service EDP magnetic tapes or data processing cards, or both, to obtain the maximum number of ZIP Codes for those addresses which were previously zoned and which were unaffected by zone boundary changes when the ZIP Code system was introduced. It will also provide ZIP Codes for one-code offices. The addresses to be separated by the post offices must be submitted on cards about the size and quality of a postal card. Data processing cards are acceptable. The cards must be separated by the post offices of address and submitted by the owner to his local post office.

b. Post offices will not write ZIP Codes on individual cards. The cards will be sorted to local ZIP Code areas by city primary distributors and will be securely tied in bundles with a facing slip on each bundle reading "All for ZIP Code Area _____." Return the ZIP Coded bundles to the post office or the owner according to who submitted the cards.

c. Mailing lists should be wrapped by the owner for mailing, when practicable, and must bear the name and address of the owner. The local postmaster shall enclose addressed penalty labels (Label 41) for use in returning the coded cards to his office.

d. Gummed labels, wrappers, envelopes, or postal or post cards indicative of one-time use will not be accepted as mailing lists.

d. *Lewd or Filthy Matter (18 U.S.C. 1461, 1463).* Obscene, lewd, lascivious, or filthy publications or writings, or mail containing information concerning where, how, or from whom such matter may be obtained, and matter which is otherwise mailable but which has on its wrapper or envelope any indecent, lewd, lascivious, or obscene writing or printing. Any mail containing any filthy, vile, or indecent thing.

e. *Matter Inciting to Violence (18 U.S.C. 1461, 1717).* Any matter of a character tending to incite arson, murder, assassination, treason, insurrection, or forcible resistance to any law of the United States, or containing any threat to take the life of, or to inflict harm upon, the President of the United States.

f. *Libelous Matter (18 U.S.C. 1718).* Any matter otherwise mailable which has on its outside wrapper or envelope or any postal card which bears on its face, any libelous, scurrilous, defamatory or threatening language or delineation, or is otherwise obviously intended to reflect injuriously on the character or conduct of another.

g. *Other Matter (18 U.S.C. 1717).* Every letter, writing, circular, postal card, picture, print, engraving, photograph, newspaper, pamphlet, book, or other publication, matter or thing, described in the statutes hereinafter referenced:
(1) Forged or altered military or official passes (18 U.S.C. 499);
(2) Matter bearing forged or altered seals of Government departments or agencies (18 U.S.C. 506);
(3) Defense information (18 U.S.C. 793, 794);
(4) Documents obtained by persons falsely assuming to be foreign diplomats (18 U.S.C. 915);
(5) False statements influencing foreign governments (18 U.S.C. 954);
(6) Matter relating to a conspiracy to injure property of a foreign government (18 U.S.C. 956);
(7) Matter unlawfully in aid of a foreign government (18 U.S.C. 957);
(8) Matter relating to an expedition against a friendly nation (18 U.S.C. 960);
(9) Matter relating to delivery of an armed vessel to a beligerent nation (18 U.S.C. 964);
(10) Matter wrongfully bearing the seal of a Government department or agency (18 U.S.C. 1017);
(11) Passport applications containing false statements, and passports falsely obtained (18 U.S.C. 1542);
(12) Forged, altered or misused passports (18 U.S.C. 1543, 1544);
(13) Matter bearing false statements intended to injure armed forces during war (18 U.S.C. 2388).

h. *Matter Promoting an Animal Fighting Venture (7 U.S.C. 2156).* Matter promoting or in any other manner furthering an animal fighting venture conducted in any State, except a venture involving live birds which is permitted under the laws of the State in which it is conducted. For purposes of this provision:
(1) The term *State* means any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, or any territory or possession of the United States;
(2) The term *animal* means any live bird, or any live dog or other mammal, except man; and
(3) The term *animal fighting venture* means any event involving a fight between at least two animals which is conducted for sport, wagering, or entertainment, but does not include any activity whose primary purpose involves using one or more animals in hunting another animal or animals.

123.5 SEXUALLY ORIENTED ADVERTISEMENTS

.51 GENERAL

.511 Section 3010 of title 39, United States Code, provides a means by which a member of the public can act to protect himself and his minor children from receiving unsolicited sexually oriented advertisements through the mails. This section permits any person who is served by the U.S. Postal Service to file with the Postal Service a statement that he does not desire to receive any sexually oriented advertisements through the mails. Any mailer who sends that person an unsolicited sexually oriented advertisement more than 30 days after the date on which the Postal Service adds his name to its reference List of those who desire this protection, may be subject to both civil and criminal sanctions, as provided in 39 U.S.C. 3011 and in 18 U.S.C. 1735–37.

.512 39 U.S.C. 3010(d) defines a "sexually oriented advertisement" as "any advertisement that depicts, in actual or simulated form, or explicitly describes, in a predominantly sexual context, human genitalia, any act of natural or unnatural sexual intercourse, any act of sadism or masochism, or any other erotic subject directly related to the foregoing." It further provides that "material otherwise within the definition of this subsection shall be deemed not to constitute a sexually oriented advertisement if it constitutes only a small and insignificant part of the whole of a single catalog, book, periodical or other work the remainder of which is not primarily devoted to sexual matters."

.513 The responsibility for ensuring that no unsolicited sexually oriented advertisement is sent through the mails to any person in violation of section 3010 is placed by that section on the mailers of sexually oriented advertisements. No provision of Postal Service regulations may be used to place this responsibility upon the Postal Service. For example, the privilege of a sender to recall a piece of mail provided by section 153.5 may not be so used, although it may be used in good faith to request the recall of a specific piece of mail inadvertently deposited in the mails addressed to a person on the List.

.52 APPLICATION FOR LISTING

.521 A person may invoke the protection of section 3010 by completing and filing, with any postmaster or other designated Postal Service representative, Part II of Application for Listing Pursuant to 39 U.S.C. 3010, Form 2201, which may be obtained at any post office. Form 2201 bears a preprinted identifying number in two places: On the instruction portion (part I) and on the application portion (part II). After filing the application portion the customer should retain the instruction portion and should use the identifying number in any subsequent communication with the Postal Service concerning his application.

.522 A person may file on his own behalf and on behalf of any of his children under the age of 19 years who reside with him or are under his care, custody or supervision. An authorized officer, agent, fiduciary, surviving spouse or other representative, may file in behalf of a corporation, firm, association, estate, or deceased or incompetent addressee.

.523 Each postmaster shall transmit all applications received at his post office to the Office of Mail Classification, Rates & Classification Department, U.S. Postal Service, Washington, DC 20260 on a weekly basis.

.524 The Office of Mail Classification, Rates and Classification Department, as soon as practical after receipt of a Form 2201, shall place the customer's name and address, the names and addresses of his minor children if any are included on the application, on the Postal Service's List (hereafter, "List") of persons desiring not to receive sexually oriented advertising. This information will be processed and the List updated monthly. The 30-day period provided by section 3010(b) starts on the effective date of the List on which the person's name first appears.

.525 A person's name and address will be retained on the List for a period of 5 years, unless a request for revocation is sooner filed by that person. A person must file a new application at the end of the 5-year period if he desires to continue his name on the List. The names and addresses of minor children will be automatically removed from the List when they attain 19 years of age. A minor must file an original application in his own behalf if he desires to continue his name on the List after reaching 19 years of age.

.526 The filing of a single application results in the listing of a single address for the person filing. A person who receives mail at more than one address and who wishes the protection of section 3010 at more than one address should file a separate application for each. A person who moves must file a new application to receive the protection of section 3010 at his new address. The submission of Change of Address Order, Form 3575, will not be effective for this purpose. It would not be a violation of section 3010 to mail a sexually oriented advertisement to a person at an address other than that which is shown for him on the List. It would be a violation, however, to mail such an advertisement to him at the address shown for him even though he has moved from that address.

.53 REVOCATION OF LISTING

A person, at any time, may request the removal of his name and address, or that of one or more of his minor children, from the List by so notifying his postmaster. It would not be evidence of a violation of section 3010 if a person received a sexually oriented advertisement in the mails on or after the date he gives such notice.

.54 AVAILABILITY OF POSTAL SERVICE LISTS

.541 Copies of the List and/or periodic amendments thereto shall be available to any person upon payment of the annual service fee. A program year runs from January 1 through December 31. Buyers will receive a copy of the List and monthly updates of additions and deletions to the List for the year in which the purchase is made. The List may be ordered in the form of reduced reproduction of computer printout or magnetic tape. Further information on the format of the tapes may be obtained from the Director, Office of Mail Classification.

.542 The annual service fee will be determined by dividing the number of buyers for the previous calendar year into the total cost to the Postal Service of compiling, processing, printing, and distributing the List.

.543 Requests for the List shall be submitted to the Director, Office of Mail Classification, Rates & Classification Department, U.S. Postal Service, Washington, DC 20260. A certified or cashier's check made payable to the U.S. Postal Service must be received in payment before the List will be provided the buyer.

.544 This List may be used by mailers only to protect persons whose names appear on it from receiving unwanted sexually oriented advertisements through the mails. No person, including a subscriber to the List, may use the List for any other purpose, and no person may sell, lease, rent, lend, exchange, or license another to use this List for any purpose whatsoever, including its use by another to remove names from a list of persons to whom sexually oriented advertisements will be sent. No person may use the List or a copy thereof for the purpose of preparing mailing or other lists for sale.

lease, rent, loan, exchange or use by another. Violators are subject to criminal prosecution.

.55 MARKING OF ENVELOPE

Section 3010(a) authorizes and directs the Postal Service to provide a mark or notice which must be placed on the envelope or cover of any sexually oriented advertisement sent through the mails, together with the name and address of the sender. The following provisions are in implementation of this authority and direction:

a. Any person who mails or causes to be mailed any sexually oriented advertisement shall place in the upper left-hand corner of the exterior face of the mail piece, whereon appear the address designation and postmarks, postage stamps, or indicia thereof, the sender's name and address. In the right-hand portion below the postage stamp, or indicia thereof, and above the addressee designation, there shall be placed *Sexually Oriented Ad*. The words *Sexually Oriented Ad*, however, need not be placed on the exterior envelope or cover of a mail piece containing such an advertisement if the contents of the mail piece are enclosed in a sealed envelope or cover, inside the exterior envelope or cover, which sealed envelope or cover bears conspicuously the words *Sexually Oriented Ad*.
b. The name and address of the sender and the required legend, if it is placed on the exterior face of the mail piece, shall be printed in a size type no smaller than that used for any other word on the envelope or other cover, and in no event smaller than 12-point type. Such type shall be no less conspicuous than the boldest type used to print other words on the exterior face of the mail piece.
c. The contrast between the background and printing of the sender's name and address and the contrast between the background and the printing of the prescribed notice shall be no less than the contrast between the background and printing of any other words on the envelope or other wrapper.
d. A clear space no less than one-quarter of an inch wide shall surround the sender's name and address and the prescribed notice, separating each from any other matter appearing on the same envelope or cover.

.56 VIOLATIONS

.561 The following is a partial list of conduct which may violate 39 U.S.C. 3010 or 18 U.S.C. 1735:

a. The mailing of a sexually oriented advertisement in an envelope or other wrapper which does not bear the name and address of the sender and the legend *Sexually Oriented Ad* as provided by section 123.55;
b. The mailing directly or indirectly of a sexually oriented advertisement to a person whose name and address have been on the List for more than 30 days;
c. The sale, loan, lease, or licensing the use of the List or a copy thereof in whole or in part;
d. The use of the List or a copy of it in whole or in part for any other purpose than to insure that no mailings of sexually oriented advertisements are made to persons on the List.

.562 No person who mails sexually oriented advertisements only to persons who have specifically requested to receive the same will be deemed to have violated the statute or regulations, provided he is otherwise in compliance with the law, regardless of whether he has purchased and used the U.S. Postal Service List.

.563 A person who wishes to report that he has received an unsolicited sexually oriented advertisement after his name and address have been on the List for more than 30 days should submit the entire mail piece, including the envelope or other wrapper, to any postmaster. The mail piece must be opened by the addressee. When submitting the mail piece, the addressee must

endorse the envelope or other wrapper and also the contents thereof in substance as follows: "I received this mail piece on (date)", and sign the statement. He should also state the identifying number appearing on his application if it is known to him. See section 123.521. The postmaster of the installation to which the mail piece is submitted shall send it without delay to the Postal Inspector in Charge of the Division which has geographical jurisdiction over the address of the mailer.

.564 If a violation of section 123.54 comes to the attention of any postal officer or employee, he shall, through his postmaster, report such violation to the postal inspector whose territory includes his postal installation. Mail of a mailer in violation or apparent violation of section 3010 may not be refused for dispatch or delivery without a proper court order. Appropriate instructions to postmasters will be issued in the event that a court order is obtained.

.565 A customer who wishes to ascertain whether his name has been placed on the List should direct his inquiry to the Director, Office of Mail Classification, Rates and Classification Department, U.S. Postal Service, Washington DC 20260.

.57 DISPOSAL OF ORIGINAL FORM 2201

It is anticipated that because of the possible volume of filings pursuant to section 123.521, it may be an undue burden upon the Postal Service to retain the original executed application forms. If it is determined by the Senior Assistant Postmaster General, Finance Group, to be such a burden, each application shall be photographed on microfilm as soon as the information required for compliance with section 123.524 has been obtained and shall thereafter be destroyed.

123.6 PANDERING ADVERTISEMENTS

.61 APPLICATION FOR PROHIBITORY ORDERS (39 U.S.C. §3008)

.611 An addressee who receives by mail an advertisement, whether solicited by him or not, offering for sale matter which he determines, in his sole discretion, is "erotically arousing or sexually provocative," may obtain a prohibitory order directing the mailer of the advertisement to refrain from making further mailings to him. Postal Service forms (Form 2150, *Notice for Prohibitory Order Against Sender of Pandering Advertisement in the Mails;* Publication 123, *How You Can Curb Pandering Advertisements)* are available for the purpose of requesting such orders. The use of these forms is not mandatory, provided the information they solicit is presented in a signed written statement.

.612 An addressee who is the parent of one or more children under nineteen years of age residing with him may request an order on behalf of any or all of such children. Where the parent of any such child determines that matter offered for sale in an advertisement addressed to the child is "erotically arousing or sexually provocative," he may request issuance of an order prohibiting further mailings to such child.

.613 If at the time he applies for issuance of a prohibitory order, the addressee is receiving mail at more than one address, he may request that the order apply to any or all such addresses.

.614 A person entitled to receive mail addressed to a deceased person will be regarded as the addressee of such mail for purposes of obtaining a prohibitory order in the name of the deceased.

.615 A person authorized to receive mail addressed to a job title (e.g., sales manager) of any business, government agency, or institution, will be regarded as the addressee of such mail for purposes of obtaining a prohibitory order covering such job title.

.616 Any person having apparent authority to act for a business, governmental or institutional addressee will be regarded as the addressee of such organization's mail for purposes of obtaining a prohibitory order in the name of such organization.

.617 The application for prohibitory order may be submitted at any post office and must be accompanied by the advertisement upon which the application is based, and its opened envelope or other cover or wrapper. The postal services center serving the applicant's address (see Publication 26, *Directory of Post Offices)* is responsible for granting or denying the application. Applications submitted to other than the appropriate postal services center are to be forwarded promptly to such postal services center for processing. Publication 125, *Administering the Pandering Advertisements Statute: A Guide for Postal Services Centers,* provides guidance to assist the postal services centers in such processing.

.62 DENIAL OF APPLICATIONS

A prohibitory order will not be issued when the application is based upon one or more of the following:

a. The request of one whom the Postal Service finds does not qualify under any of the foregoing paragraphs of this section.
b. A mail piece which the Postal Service finds does not offer matter for sale.
c. A mail piece not originating with the person against whom the order is sought (e.g., a newspaper or magazine not mailed by the advertiser therein upon whose advertisement the application is based).
d. A mail piece received by a foreign addressee who has no regular mailing address at which mail is delivered directly by the Postal Service.
e. A mail piece sent by a mailer not subject to the jurisdiction of the United States.
f. A basis in any other way insufficient under the statute.

.63 ISSUANCE OF ORDERS

The prohibitory order forbids the mailer, his agents or assigns from making any further mailings to the designated addressees, effective on the thirtieth calendar day after the mailer's receipt of the order; directs immediate deletion of such addressees from all mailing lists owned or controlled by the mailer, his agents or assigns; and, prohibits any sale, rental, exchange, or other transaction by the mailer, his agents or assigns, involving mailing lists bearing the names of the designated addressees.

.64 AVAILABILITY OF REMEDIES

The fact that a name and address is included on the Postal Service list of those desiring not to receive any sexually oriented advertisements through the mails (see 123.5) does not in any way limit or affect the authority of the Postal Service to issue a prohibitory order protecting such name and address. Likewise, issuance of a prohibitory order does not in any way limit or affect the authority of the Postal Service to list, in accordance with 123.5, the name and address protected by such prohibitory order.

.65 VIOLATIONS

A person protected by a prohibitory order who receives a mail piece apparently in violation of such order should open the envelope or other outside cover of such mail piece and write thereon the identifying number of the prohibitory order (if known) and a statement indicating his receipt by mail and the date of receipt, e.g., "I received this mail piece (date)," followed by his signature. The mail piece should then be submitted directly, or via a post office, to the postal services center which issued the order. Such submission

will constitute an application for enforcement of the order. When the Postal Service finds, after appropriate administrative proceedings as described in Publication 125 and Title 39, Code of Federal Regulations, Part 916, that enforcement action is warranted, it requests the Department of Justice to seek a court order directing compliance with the prohibitory order.

.66 ABANDONMENT OF APPLICATIONS

An applicant for a prohibitory order or its enforcement will be deemed to have abandoned his application if he fails to comply, within 60 days, with any request by the Postal Service to supplement, correct, or complete his application. Abandoned applications need not be retained by the Postal Service.

.67 VOID ORDERS

A prohibitory order will be considered void upon expiration of five years from the date of issuance, except that when application for enforcement of a prohibitory order has been made, it will not be considered void until expiration of five years from the last application for enforcement. Postal Service files relating to such void orders may be disposed of provided a record is maintained of the disposal of each such file and the reason therefor.

.68 MODIFIED ORDERS

.681 An addressee protected by a prohibitory order who has a permanent change of mailing address may continue the protection provided by the order by notifying the mailer of his change of address and his desire to have the order honored with respect to the new address. The notification should be in writing and should be forwarded to the mailer by registered mail, return receipt requested. The notification should state that the addressee previously obtained a prohibitory order, and should identify the order by giving the prohibitory order number. It should also state the address covered by the order, that the addressee has had a permanent change of address, and the new address which the addressee wishes covered.

.682 To permit enforcement with respect to any violation of the order at the new address, a copy of the notification and return mailing receipt must be submitted to the postal services center which issued the order. Such written notification shall modify the order by substituting the new address for the address designated in the original or previously modified order. An order thus modified will take effect in the same manner as the original order.

.69 RATIFIED ORDERS

Orders issued on behalf of persons who had not attained nineteen years of age will not be enforced with respect to mailings received by such persons after they attain the age of nineteen, unless they ratify the order by giving written notice to the postal services center which issued the order that they wish to have the order continue in effect as to themselves. Such notice should include the prohibitory order number.

Part 124

NONMAILABLE MATTER—ARTICLES AND SUBSTANCES; SPECIAL MAILING RULES

124.1 GENERAL PROVISIONS

.11 SCOPE

Certain potentially harmful or dangerous articles and substances are nonmailable. Some of them may be mailed if specially prepared for mailing, or if mailed between specified classes of persons. This Part covers the rules applicable to nonmailable articles and substances and the special rules under which certain of them may be mailed. See Part 123 for rules relating to nonmailable written, printed or graphic material.

.12 RESPONSIBILITY OF MAILER

The mailer is responsible for compliance with applicable postal laws and regulations governing mailability and preparation for mailing, as well as other laws and regulations pertaining to the shipment of particular matter. The general requirements applicable to preparation, packaging, and packing of mailable matter are contained in Part 121.

.13 MAILABILITY RULINGS

For rules on giving advice as to the mailability of matter covered by this Part and Part 123, see 123.3.

.14 OTHER LAWS AND REGULATIONS

The customer's right to mail particular matter may be affected by conditions or limitations upon transportation of specific articles imposed by Federal agencies having jurisdiction over interstate transportation. See, for example: 49 CFR Parts 100 through 189 (Department of Transportation Regulations); 14 CFR Part 103 (Federal Aviation Regulations); the *Comprehensive Drug Abuse Prevention and Control Act of 1970* (Public Law 91–513), 21 U.S.C. 801; and the *Gun Control Act of 1968* (Public Law 90–618), 18 U.S.C. 921. For the rule on advising mailers about these other laws and regulations see 123.34.

.15 MARKINGS AND LABELS

.151 *Identification of Contents*

The identity or nature of contents of anything mailed under any of the provisions of Part 124, except firearms and switchblade knives (124.4), controlled substances (124.5) and motor vehicle master keys (124.6), must be stated plainly on the outside of the parcel as a condition of mailing. When the contents are hazardous material subject to Title 49 CFR, each package must be clearly marked on the outside with the required shipping name as set forth in 49 CFR Section 172.5.

.152 *Address Marking*

The name and address of both the mailer and the addressee must be affixed to the outside of any package, the mailing of which is covered by Part 124, using a material or method which is not water soluble and which cannot be easily rubbed off or smeared.

.153 *Labels*

Except for controlled substances mailed under 124.5, labels or other markings required by Federal law or regulation of any Federal agency must be securely affixed to the outside of the package. If the package is to be trans-

ported via aircraft, it must also bear the appropriate Department of Transportation hazardous material label.

.154 *Airmail Shipment Certification*

Every airmail shipment of restricted articles mailable under Part 124 shall be accompanied by a shipper's certification prepared in accordance with Federal Aviation Regulations, completed and signed in duplicate by the mailer.

.155 *Customs Declaration for Canal Zone*

Any package of merchandise, weighing 16 ounces or more, addressed to an individual in the Canal Zone must have customs declaration Form 2966–A, *Parcel Post Customs Declaration* (adhesive), and Form 2966, *Customs Declaration* (tie-on-tag), attached. Parcels addressed to a U.S. Government agency, including the Panama Canal Company, and the Canal Zone Government are exempt from this requirement.

124.2 HARMFUL MATTER (18 U.S.C. 1716)

.21 GENERAL

Except as provided below, any article, composition, or material which may kill or injure another, or injure the mail or other property, is nonmailable. Harmful matter includes, but is not limited to:

a. All kinds of poison or matter containing poison;
b. All poisonous animals, except scorpions (see 124.293d) all poisonous insects, all poisonous reptiles, and all kinds of snakes;
c. All disease germs or scabs;
d. Narcotics and other *controlled substances* as defined by 21 U.S.C. 801 or the regulations thereunder; and
e. All explosives, flammable material, infernal machines, and mechanical, chemical, or other devices or compositions which may ignite or explode.

Harmful matter also includes that which is likely to destroy, deface, or otherwise damage the mails or postal equipment, or which is likely to harm postal employees, such as caustic poisons (acids and alkalies), oxidizing materials, or highly flammable liquids, gases or solids; or which is likely under conditions incident to transportation to cause fires through friction, through absorption of moisture, through spontaneous chemical changes, or as a result of retained heat from manufacturing or processing; explosives or containers

.543 *Use of Registered Mail Required*

Parcels containing controlled substances, including those sent to D.E.A. Regional Offices for disposal (see 21 CFR 1307.21), generally must be sent by registered mail, return receipt requested. The Drug Enforcement Administration number or exemption status of the sender shall be set forth in the sender's address section of Form 3806 or Form 3877, as applicable. This information shall appear in the following format:

DEA Registration No. 654321

or

DEA Exempt—Police

.544 *Regular Mail Permitted*

The following may be sent by regular mail without regard to the provisions of 124.543:

a. Prescription medicines containing non-narcotic controlled substances listed in Schedule II in amounts not exceeding 100 dosage units.
b. Prescription medicine containing non-narcotic controlled substances listed in Schedules III, IV and V in amounts not exceeding a 100-day supply or 300 dosage units, whichever is less.
c. Physician's samples of medicines containing non-narcotic controlled substances in amounts not exceeding the limitations set forth in 124.544 a or b.

.55 EXEMPT SHIPMENTS

Small quantities of unknown matter suspected of containing controlled substances may be sent by regular mail without regard to the other provisions of 124.5 only when addressed to a Federal, State or local law enforcement agency for law enforcement purposes. Such mailings must comply with 124.542 (c) and (d).

.56 VIOLATIONS

Violations of this section shall be referred to the Inspection Service.

124.6 MOTOR VEHICLE MASTER KEYS (18 U.S.C. 1716A; 39 U.S.C. 3002)

.61 DEFINITION

Motor vehicle master key means any key (other than the key furnished by the manufacturer with the motor vehicle, or the key furnished with a replacement lock, or an exact duplicate of such keys) or manipulation type device designed to operate two or more motor vehicle ignition, door, or trunk locks of different combinations, including any pattern, impression, or mold from which a master key or manipulation device can be made.

.62 MAILABILITY

The items defined in 124.61, and any advertising (see 123.432) for the sale of any of these items, are nonmailable except when sent to:

a. Lock manufacturers
b. Professional locksmiths
c. Motor vehicle manufacturers or dealers
d. Federal, State or local Government agencies.

.63 MARKING

No markings of any kind which would indicate the nature of the contents shall be placed on the outside wrapper or container of any parcel containing motor vehicle master keys.

.64 QUESTIONED MAILINGS

When the postmaster at either the office of mailing or the office of address has reason to question whether the addressee qualifies under 124.62 to receive a mailing, or whether an item is nonmailable for any other reason, he shall require the mailer or addressee to furnish a written explanation of the addressee's eligibility, or of the item's mailability. If the explanation is not satisfactory to the postmaster, he shall forward it with his statement of the pertinent facts to the Office of Mail Classification, Rates and Classification Department, for a ruling.

124.7 ABORTIVE AND CONTRACEPTIVE DEVICES OR MATERIALS

.71 ABORTIVE DEVICES AND MATERIALS (18 U.S.C. 1461)

Any article or thing designed, adapted or intended for producing abortion is nonmailable. (For advertisements of abortive devices and materials see 123.433.)

.72 UNSOLICITED SAMPLES OF CONTRACEPTIVE MATERIALS (39 U.S.C. 3001; 18 U.S.C. 1461)

Unsolicited samples of articles or things, which are designed, adapted or intended for preventing conception, are mailable only when sent through the mails to a manufacturer of such articles or things, a dealer therein, a licensed physician or surgeon, or a nurse, pharmacist, druggist, hospital or clinic. (For advertisements of contraceptive materials, see 123.434.)

124.8 NONMAILABLE ARTICLES (18 U.S.C. 1716)

.81 INTOXICATING LIQUORS

Potable beverages of ½ percent or more alcoholic content by weight, which are taxable under Chapter 51, Internal Revenue Service Code, are nonmailable. If the product conforms to applicable requirements of the Internal Revenue Service and Food and Drug Administration and is neither an alcoholic beverage, poisonous nor flammable (see 124.24), it may be mailed. (For advertisements for the mailing of intoxicating liquor, see 123.431.)

.82 MATTER EMITTING OBNOXIOUS ODORS

Any matter which is a source of an obnoxious odor is nonmailable.

.83 LIQUIDS

Liquids and semi-solids which may liquefy under normal conditions and are otherwise mailable, must be adequately prepared for mailing in accordance with 121.53.

.84 BATTERY POWERED DEVICES

Devices which are powered by dry cell batteries shall have the batteries removed or deactivated to prevent activation of the device in the mail. Batteries with liquid electrolite are not acceptable (see 124.2).

.85 ODD SHAPED ITEMS IN ENVELOPES

Pens, bottle caps and similar odd-shaped items are not acceptable in letter style envelopes at the single piece first-, third- or fourth-class rate because they could burst the envelope and damage mail processing equipment or injure employees (see 121.324 and 123.431).

126.2 CONDITIONS PRESCRIBED BY THE DEFENSE DEPARTMENT APPLICABLE TO MAIL ADDRESSED TO CERTAIN MILITARY POST OFFICES OVERSEAS

Military post office number	See footnotes	Military post office number	See footnotes	Military post office number	See footnotes
09001	B-C-I	09040	A-B [1]-F-S	09077	B-C-D
09002	B-C-I	09045	B-C-D	09078	B-C-D
09007	B-C-D	09046	B-C-D	09079	B-C-D
09008	B-C-D	09047	B-C-D	09080	B-C-D
09009	B-C-D	09048	B*-C	09081	B-C-D
09010	B-C-D	09050	B-C-D	09082	B-C-D
09011	B-C-F[1]	09051	A-B [1]-F-S	09085	
09012	B-C-D	09052	B-C-D	09086	B-C-D
09017	B-E[2]-F-H[1]-R	09053	B-C-D	09088	B*
09019	B-C-I	09054	B-C-D	09090	B-C-D
09020	B [1]	09055	B*	09091	B-C-D
09021	B-C-D	09056	B-C-D	09093	B-C-D
09023		09057	B-C-D	09095	B-C-D
09025	B-C-D	09058	B-C-D	09098	B-C-D
09026	B-C-D	09059	B-C-D	09099	B-C-D
09028	B-C-D	09061	B-C-D	09102	B-C-D
09029	B-C-D	09066	B-C-D	09107	B-C-D
09030	I-N	09067	B-C-D	09108	B-C-D
09031	B-C-D	09068	B-C-D	09109	B-C-D
09033	B-C-D	09069	B-C-D	09111	B-C-D
09034	B-C-D	09070	B-C-D	09114	B-C-D
09035	B-C-D	09072	B-C-D	09117	A-B[1]-F-S
09036	B-C-D	09074	B-C-D	09118	A-B[1]-F-P-S
09038	B-E[2]-F-H[1]-R	09075	B*-C	09120	B*-C
09039	B-C-D	09076	B-C-D	09121	

See footnotes at end of table.

126.2 CONDITIONS PRESCRIBED BY THE DEFENSE DEPARTMENT APPLICABLE TO MAIL ADDRESSED TO CERTAIN MILITARY POST OFFICES OVERSEAS—Continued

Military post office number	See footnotes	Military post office number	See footnotes	Military post office number	See footnotes
09123	B-C-D	09166	B-C-D	09227	B-C-D
09127	B*-C	09168	B-C-I	09228	A-B
09128	B-C-D	09169	B-C-D	09230	A-B
09129	B*-C	09170	C-D-N	09232	B-C-I
09130	B-C-D	09171	B-C-D	09238	B*-C
09131	B-C-D	09172	B-C-D	09240	B-C-I
09132	B-C-D	09173	B-C-D	09241	B*-C
09133	A-B[1]-F-S	09175	B-C-D	09245	B-C-D
09137	B-C-D	09176	B-C-D	09252	B-C-D
09138	B-C-D	09177	B-C-D	09253	A
09139	B-C-D	09178	B-C-D	09254	A-B[1]-F-S
09140	B-C-D	09179	B*-C	09277	B-C-D
09141	B-C-D	09180	B-C-D	09281	B-C-D
09142	B-C-D	09184	B-C-D	09282	
09143	B-C-D	09185	B-C-D	09283	
09144	B-C-D	09189	B-C-D	09285	
09146	B-C-D	09193	B*-C	09286	
09150	B*-C	09194	B*-C	09289	A-B[1]-F-S
09154	B-C-D	09202	A-B-G	09291	A
09155	A-B	09205	A-B	09292	B-C-F[1]
09159	B-C-F[1]	09210	B*-C	09293	B-C-I
09160	B-C-D	09220	B-C-D	09294	A-B[1]-F-S
09162	B-C-D	09221	B-C-I	09305	B-C-D
09164	B-C-D	09223	A	09309	B-C-D
09165	B-C-D	09224	A-B[1]-F-S	09319	B-C-D

See footnotes at end of table.

126.2 CONDITIONS PRESCRIBED BY THE DEFENSE DEPARTMENT APPLICABLE TO MAIL ADDRESSED TO CERTAIN MILITARY POST OFFICES OVERSEAS—Continued

Military post office number	See footnotes	Military post office number	See footnotes	Military post office number	See footnotes
09320	A-B[1]-F-S	09452	B-C-D	09526	
09322	B-C-D	09453	B-C-I	09527	A-N
09324	A-B[1]-F-S	09454	B-C-D	09528	A
09325	B-C-D	09455	B-C-D	09530	A-B-C-F-M
09326	B-C-D	09457	B-C-D	09532	A
09330	B-C-D	09458	B-C-D	09533	B-C-I[1]
09333	B-C-D	09460	B-C-D	09534	
09351	B-C-D	09501		09539	
09352	B-C-D	09502		09540	
09353	B-C-D	09505	O	09541	
09354	B-C-D	09510	B*-C	09542	A-B-C-E
09355	B-C-D	09511	B*-C-J	09544	A-B-C-E
09358	B-C-D	09512	B*-C-J	09545	B-C-D
09359	B-C-D	09514	B*-C-J	09546	
09360	B-C-D	09515	B*-C-J	09549	
09370	B-C-D	09516	B*-C-J	09551	
09378	B*-C	09517	B-C-D	09552	
09380	A-B[1]-F-S	09518	B*-C-J	09553	
09401		09519	B*-C-J	09554	
09403	B-C-D	09520	B-C-I	09555	
09405	B*-C	09521	B-C-I[1]	09556	
09406		09522	B-C-I[1]	09558	
09407	B-C-D	09523	B-C-I[1]	09559	
09411	B-C-D	09524	B-C-I[1]	09560	
09451	B-C-D	09525	A	09571	C
				09572	C

See footnotes at end of table.

126.2 CONDITIONS PRESCRIBED BY THE DEFENSE DEPARTMENT APPLICABLE TO MAIL ADDRESSED TO CERTAIN MILITARY POST OFFICES OVERSEAS—Continued

Military post office number	See footnotes	Military post office number	See footnotes	Military post office number	See footnotes
09580	B[1]	09696	B-C-D	09867	M
09584	B[1]	09697	B-E[2]-F-H[1]-R	09869	B-C-F-I-M-N
09585	B[1]	09701	B-C-D	09870	C-D-N
09593		09702	B-C-D	09871	B-I-L-M-N
09597		09710	B-C-D	09872	B-C-D
09598		09742	B-C-D	09879	H-I-M-N
09607	B*-C	09743	B-C-D	09880	A-B-F-N
09611	B-C-D	09751	B-C-D	09881	I-M-N
09616	B-E[2]-F-H[1]-R	09755	B*-C	09883	B-I-M-N
09633	B-C-D	09757	B-C-D	09885	M
09659	B*-C	09777	A-B-C-E	09887	B-D-F-I-M-N
09662		09794	B-C-I	09889	B-I-M-N
09664	N	09801	B-C-D	09891	B-M-N-I
09666	B-C-D	09807	B-C-D	09892	A-B-F
09667	B*	09825	B[1]	09893	C-F-H-I-M-N
09669	B-C-D	09826	B[1]	09895	B-I-M
09670	B-C-I	09827	B[1]	09897	I
09671	B-E[2]-F-H[1]-R	09829	B[1]	09899	B-I-M
09672		09832	B[1]	96208	A-B
09676	B-C-M	09834	B[1]	96209	A-B-H
09678	B-I-N	09837	B[1]	96210	A-B-M
09689	B-C-I	09851		96212	A-B
09690	A	09860	B-C-D	96213	A-B
09692	B-C-D	09862	N	96218	A-B
09693	A	09865	B-I-M	96220	A-B

See footnotes at end of table.

126.2 CONDITIONS PRESCRIBED BY THE DEFENSE DEPARTMENT APPLICABLE TO MAIL ADDRESSED TO CERTAIN MILITARY POST OFFICES OVERSEAS—Continued

Military post office number	See footnotes	Military post office number	See footnotes	Military post office number	See footnotes
96221	P	96302	A-B	96367	A-B-L-M
96224	A-B	96305		96369	A-B-H
96225		96311	F-K-L	96370	A-B
96230	A-B-L-M	96315	F-P-N	96371	A-B
96231	A-B	96319	F[1]	96397	A-B
96235	A-B-M	96323	A-B-M	96401	
96236	F[1]-P	96324	A-B	96404	A-B-H
96239	A-B-M	96327	L	96405	A-B-H
96244	A-B-M	96328	A-B-M	96421	F-N
96248	A-B-M	96331	A-B-M	96431	F-K
96251	A-B	96333	M	96432	F-K
96259	A-B	96334		96434	P
96263	F[1]	96335	A-B	96435	F[1]
96264	A-B	96336	A-B-M	96438	
96271	A-B	96340	F[1]	96442	F-N
96274	F-K	96341		96455	A-B
96276	A-B	96343	A-B-M-N	96460	A-B
96277	F-K	96344	A-B-M	96468	F-N
96282	F	96346	B[1]-F-N	96483	A-B
96286	F-K-L	96351	P	96488	A-B
96287	A-B-H	96356		96501	
96290	F[1]	96358	A-B	96503	A-B-M
96293	F[1]	96360	F[1]	96515	
96298	F-K	96361	A-B-M	96519	A-B-M
96301	A-B	96366	A-B	96528	F-K

See footnotes at end of table.

126.2 CONDITIONS PRESCRIBED BY THE DEFENSE DEPARTMENT APPLICABLE TO MAIL ADDRESSED TO CERTAIN MILITARY POST OFFICES OVERSEAS—Continued

Military post office number	See footnotes	Military post office number	See footnotes	Military post office number	See footnotes
96545		96658	F-K	98747	
96553		96659		98748	
96555	M	96680	A-B-H-Q	98749	
96556		96685		98750	
96557		96690	B-H-M	98760	A-B-M
96558		96692		98761	A-B-M
96570	A-B	96699	A-F	98762	A-B-M
96571	A-B	98703		98763	A-B-M
96601		98704		98764	A-B-M
96602		98706		98765	A-B-M
96605	O	98709		98766	A-B-M
96610		98710		98767	A-B-M
96611		98711		98768	A-B-M
96612		98713		98769	A-B
96613		98715		98770	A-B-M
96614		98716		98771	
96615		98723		98772	A-B-M
96617		98731		98773	A-B-M
96630		98732		98774	
96637		98733		98775	
96650	F-K	98736		98776	
96651	F-K	98737		98777	
96652	F-K	98742		98781	A-B-M
96654	F-K	98745		98782	A-B-M
96656	F-K	98746		98783	

See footnotes at end of table.

126.2 CONDITIONS PRESCRIBED BY THE DEFENSE DEPARTMENT APPLICABLE TO MAIL ADDRESSED TO CERTAIN MILITARY POST OFFICES OVERSEAS—Continued

Military post office number	See footnotes	Military post office number	See footnotes	Military post office number	See footnotes
98784		98792		98796	
98785		98793		98797	
98790		98794		98798	
98791		98795		98799	

FOOTNOTES

A. No mail of any class may contain securities or currency. Precious metals in their raw, unmanufactured state are also prohibited. Official shipments are exempt from these restrictions.

B. Customs Declaration form required, except that prepaid mail from a contractor, addressed to a military organization for official use, NEED NOT bear Customs Declaration but must be endorsed "Contents For Official Use—Exempt from Customs Requirement. Official mail from Government agencies DOES NOT require customs declaration or exemption endorsement."

B¹. Two customs declarations required. One Form 2966–A and one Form 2966.

•Articles will be liable for customs duty and/or purchase tax unless they are bona fide gifts, personal use intended for military personnel or their dependents. When the contents of a parcel meet these requirements, the mailer should place a certificate similar to the following on the customs form under the heading—"Description of Contents" "Certified to be a bona fide gift, personal effects or items for personal use of military personnel and dependents thereto."

C. Cigarettes and other tobacco products prohibited.

D. Coffee prohibited.

E. Mail may not contain: 1. Medicines or vaccines not conforming to French laws. 2. Nonauthorized publications, reprints, and publications prohibited on account of their political character or immoral contents.

F. Mail of all classes may not contain firearms of any type. See definition of firearms in 124.4 Exception: Not applicable to firearms mailed to or by official U.S. government agencies.

F¹. No mail of any class may contain privately-owned weapons addressed to an individual.

G. Only first-class letters, second- and third-class mail authorized.

H. Meats, including preserved meats, whether hermetically sealed or not, are prohibited.

H¹. Pork and/or pork by-products prohibited.

(Continued)

(Continued)

I. Mail of all classes may not exceed the following dimensions:

Length	
42"	72" length and girth combined.
Over 42" to 44"	24" girth.
Over 44" to 46"	20" girth.
Over 46" to 48"	16" girth.

Maximum length 48".

[1] Provisions of this footnote are not applicable to registered mail.

[2] Provisions of this footnote are not applicable to airmail nor to official Government mail marked MOM.

J. Weight for other than registered mail is restricted to 50 pounds.

K. Mail which includes in the address the words "Dependent Mail Section" may consist only of letter mail, newspapers, magazines and books. No parcel of any class containing any other matter may be mailed to Dependent Mail Section. This footnote is not applicable if the address does not include the words "Dependent Mail Section."

L. All official mail prohibited.

M. Fruits, animals, and living plants are prohibited.

N. No registered mail accepted.

O. Personal mail addressed to vessels using this number is limited to unregistered airmail, unregistered first-class mail, and certified mail. Other classes of mail may not be accepted.

P. APO will be used for the receipt and dispatch of official mail only.

Q. Mail may not exceed 66 pounds and size is limited to 42 inches maximum length and 72 inches maximum length and girth combined.

R. All alcoholic beverages, including those mailable under part 124.81 are prohibited.

S. No parcels (merchandise) of any kind accepted.

Subchapter 130 MAIL CLASSIFICATION AND RATES

Part 131

FIRST CLASS

131.1 RATES

.11 SINGLE PIECE RATES

The single piece rates are applied to each letter or piece of first-class mail according to its weight.

Kind of Mail	Rate
All first-class mail weighing 13 ounces or less except postal and post cards. See 136.12 for rates on first-class mail weighing more than 13 ounces.	13¢ for the first ounce or fraction of an ounce, 11¢ for each additional ounce or fraction of an ounce.
Single postal cards sold by the post office (see 141.13)	9¢ each.
Double postal cards sold by the post office (see 141.13)	18¢ (9¢ each portion).
Single post cards (see 131.222)	9¢ each.
Double post cards (see 131.222) (Reply portion of double post card does not have to bear postage when originally mailed.)	18¢ (9¢ each portion).
Presort rate (see 131.12)	The applicable first-class rate, less 1¢ per piece.
Business reply mail:	
Cards	14¢ each.
Other than cards:	
Weight not over two ounces	13¢ for the first ounce plus 11¢ for the second ounce, plus 5¢ per piece.
Weight over two ounces but not over 13 ounces	The applicable first-class rate plus 8¢ per piece.
Weight over 13 ounces	8¢ per piece plus rate in 136.12.
Airmail	See 136.1.

.12 BULK PRESORT RATE

.121 *Identical Pieces*

The bulk presort rate is equal to the applicable single piece first-class rate, less one cent for each piece that is part of a group of ten or more pieces sorted to the same five-digit ZIP Code, or of a group of fifty or more pieces sorted to the same three-digit ZIP Code, when they are presented at one post office as part of a single mailing of not less than 500 pieces of first-class mail of identical size and weight, each weighing 13 ounces or less. All pieces must be individually addressed to different addresses, and must be sorted to the maximum extent; i.e., all five-digit sorts in groups of ten or more must be exhausted before proceeding to make up all three-digit sorts in groups of fifty or more. Full first-class postage must be paid on the residue not sorted to

groups of 5- or 3-ZIP Code digits as described above. The mailing must be presented at a place and between the hours designated by the postmaster and must comply with the preparation requirements in 131.5. Deposit of metered presort rate mail at other than these designated places will be considered misuse of a postage meter and grounds for revocation of the meter license in accordance with 144.23. Cards subject to sortation requirements of 131.224 are eligible for the presort rate if they meet all requirements for the rate.

.122 *Nonidentical Pieces*

A group of 500 or more nonidentical pieces within the same postage rate increment, which otherwise qualify under 131.121, may be mailed at the presort rate when postage is paid by meter stamps. Nonidentical pieces of the same or different postage rate increments which otherwise qualify under 131.121 may be mailed at the presort rate under permit imprint only when authorized by the Postal Service as part of an optional procedure in accordance with 145.8, or an experimental procedure under the provisions of 145.9. Optional procedures for mailing nonidentical pieces must be approved by the Office of Mail Classification.

.13 NONSTANDARD SURCHARGE

There is currently no surcharge for nonstandard mail as defined in 131.34. However, it is anticipated that such a surcharge will be imposed sometime in calendar year 1978.

131.2 CLASSIFICATION

.21 DESCRIPTION

.211 First-class mail consists of mailable:

a. Postal cards.
b. Post cards.
c. Matter wholly or partially in writing or typewriting, except authorized additions to second-, third-, and fourth-class mail provided by 132.471, 132.472, 134.6 and 135.6, and written or typewritten matter listed in 135.24 and 135.26.
d. Matter closed against postal inspection.
e. Bills and statements of account.

.212 Examples of first-class matter:

a. Handwritten or typewritten matter, including identical copies prepared by automatic typewriter, and manifold or carbon copies of such matter. Handwritten or typewritten matter does not include matter produced by computers.
b. Autograph albums containing writing.

c. Notebooks or blank books containing written or typewritten entries or stenographic or shorthand notes.
d. Blank printed forms filled out in writing, such as notices, certificates, and checks either canceled or uncanceled.
e. Printed price lists containing written figures changing individual items.
f. Printed cards or letters bearing a written date, where the date is not the date of the card but gives information as to when something will occur or has occurred.
g. Printed matter such as receipts, orders and printed letters not sent in identical terms to several persons that, by having a signature attached, are converted into personal communications. This does not apply to Christmas or similar printed greeting cards.

.213 Two or more individuals or firms, or a party acting as the agent of two or more individuals or firms, may not mail in one envelope to a mutual addressee the bills, statements of account, or other letters of the individuals or firms, unless the envelope is endorsed on the address side to show the number and weight of each letter enclosed and sufficient postage is paid at the first-class rate on each such letter. Firms that are distinct legal entities are treated as separate firms for purposes of this regulation, regardless of their affiliation.

.214 An individual or firm may mail in one envelope more than one of its own letters to an addressee and pay postage at the first-class rate on the weight of the piece. Agents of a licensing authority may forward completed applications in one envelope to an office of the licensing authority and pay postage at the first-class rate on the weight of the piece.

.215 The following provisions are applicable to matter closed against postal inspection:

a. The Postmaster General may prescribe the manner of wrapping and securing mail not charged with first-class postage so that the contents of the mail may be easily examined. He shall charge the first-class rate of postage on all matter that cannot be examined easily.
b. To ascertain whether the proper rate of postage has been paid, postmasters may examine second-class mail and remove the wrappers and envelopes from other mail not bearing first-class postage if it can be done without destroying them.
c. Matter closed against inspection includes mail of any class so wrapped as not to be easily examined, except second-, third-, or fourth-class matter sealed subject to postal inspection. See 125.25, 134.8, and 135.6.

Post Office Services (Domestic) TL-41, 12-31-76, Issue 115

.216 The following is a description of bills and statements of account:

a. A bill is a request for payment of a definite sum of money claimed to be owing by the addressee either to the sender or to a third party. The mere assertion of an indebtedness in a definite sum combined with a demand for payment is sufficient to make the message a bill.

b. Generally, a statement of account is the assertion of the existence of a debt in a definite amount owed by the addressee either to the sender or to a third party but which does not necessarily contain a request or a demand for payment. The amount may be immediately due or may become due after a certain time or upon demand or billing at a later date.

c. A bill or statement of account must present the particulars of an indebtedness with sufficient definiteness to inform the debtor of the amount he is required to pay to acquit himself of the debt. However, neither a bill nor a statement of account need state the precise amount if it contains sufficient information to enable the debtor to determine the exact amount of the claim asserted.

d. A bill or statement of account is not the less a bill or statement of account merely because the amount claimed is not in fact owing or may not be legally collectible.

.22 POSTAL AND POST CARDS

.221 *Postal Cards*

A postal card is a card supplied by the Postal Service with a postage stamp printed or impressed on it, for the transmission of messages. A double postal card consists of two attached cards, each of which has printed or impressed thereon a postage stamp of the first-class rate for postal cards denomination, and one of which may be detached by the receiver and returned by mail as a reply.

.222 *Post Cards*

Post cards are privately printed mailing cards for the transmission of messages. They may not be larger than the size fixed by the Convention of the Universal Postal Union in effect and of approximately the same form, quality, and weight as postal cards. A double post card consists of two attached cards, each of which is subject when mailed to the first-class postage rate for post cards, and one of which may be detached by the receiver and returned by mail as a reply. The cardboard used for single and double post cards may be of any light color that does not prevent legible addresses and postmarks from being placed thereon. Brilliant colors must not be used. Single post cards and each part of double post cards must conform to the following specifications to qualify for mailing at the first-class postage rate for post cards (see 131.1):

a. *Size, Shape, and Ratio.* Not larger than 4¼ by 6 inches, nor smaller than 3 by 4¼ inches. Rectangular in shape. A ratio of width (height) to length between 1 to 1.3 & 1 to 2.5 is recommended. (See 131.32 and 134.32.)

b. *Quality, Weight, and Thickness.* An unfolded and uncreased piece of cardboard of approximately the quality and weight of a postal card; thickness not less than 0.006 or more than 0.0095 of an inch; and the cardboard to be uniform in thickness and as near 0.0090 as possible.

c. *Green Border Cards.* See 141.115.

.223 *Restrictions on the Use of Double Postal and Post Cards*

The users of both double postal and post cards which conform to the specifications stated in 131.222 a and b must comply with the following rules:

a. Double cards must be folded before mailing. The first half must be detached when the reply half is mailed for return.

b. The reply portion of a double card must be used for reply purposes only. It must not be used to convey a message to the original addressee of the double card, to cover up the message on the original portion, or to send statements of account.

c. Double cards must be prepared so that the address on the reply portion is on the inside when the double card is mailed.

d. Plain stickers or seals or a single wire stitch may be used to fasten the edges, provided they are so fixed that the inner folds of the cards can be readily examined.

e. Enclosures are prohibited.

.224 *Additions, Attachments, and Other Alterations to Single and Double Postal and Post Cards*

The users of both single and double postal and post cards which conform to the specifications stated in 131.222 a and b must comply with the following limitations:

a. The face of the card may be divided by a vertical line, the left half to be used for the message and the right half for the address only.

b. The message on a single card, or on the first portion of a double card, may occupy the space to the left of the vertical line and the entire back of the card.

c. Labels may be affixed by adhesive for the purpose of showing the address and the return address. Cards bearing other attachments are nonmailable as postal cards or post cards.

d. Numbers used for accounting purposes may be shown on a shaded background below the address. Holes which do not eliminate any letters or

numbers may be punched in either the address or message portion of the card. A vertical tearing guide may divide the face of the card. The address portion may be smaller than the remainder of the card. However, mailings of cards having one or more of these four characteristics must meet all of the following conditions:

(1) The mailings must consist of not less than 200 cards which are identical as to size and weight.
(2) The addresses on the cards must include ZIP Code numbers.
(3) Postage must be paid in cash by permit imprints (see part 145); by meter stamps (see part 144); or by precanceled stamps (see part 143).
(4) The mailer must separate the cards to the finest extent possible and sack them in the manner prescribed by 134.43.

e. It is recommended that all cards having a thickness less than 0.0085 of an inch meet all of the conditions in 131.224d (1), (2), (3), and (4).

.225 *Cards Other Than Postal and Post Cards*

Matter which is in the form of a single or double card but which does not conform to the specifications for a single or double post card stated in 131.222a and b may not be mailed at the first-class postage rate for post cards. Nonconforming mailable matter in the form of single or double cards is not subject to the rules and restrictions provided in 131.223 and 131.224; it is subject when mailed to postage at the first-class letter rate or at the applicable third-class rate according to its classification as first- or third-class matter; and it must not bear the words *Post Card or Double Post Card.* Single or double cards conforming to the specifications stated in 131.222a and b, which are entirely in print, and which do not bear the words *Post Card or Double Post Card,* if otherwise mailable, may at the option of the mailer be mailed at the applicable third-class postage rate instead of the first-class postage rate for post cards. See 131.3 and 134.3 for a list of physical characteristics which cause cards to be nonmailable.

.226 *Postal and Post Cards as Enclosures*

Stamps on postal and post cards enclosed in outer wrappers may not apply as postage on the mailing piece.

.227 *Presorted First-Class Mail*

Presorted first-class mail is mail presented in a manner that preserves the orientation, facing, and ZIP Code sequence of the pieces.

.23 BUSINESS REPLY MAIL

.231 *Purpose*

Specially printed business reply cards, envelopes, cartons, and labels may be distributed for use by mailers in sending mail to the distributor without prepayment of postage.

.232 *Permit*

a. A permit to distribute business reply cards, envelopes, cartons, and labels is required. An application on Form 3614, *Application to Distribute Business Reply Cards, Envelopes and Labels,* must be submitted at the post office where the mail will be returned, except as follows: if matter bearing the business reply imprint is distributed from a central office to be returned to branches or dealers in other cities, one permit obtained from the post office where the central office is located may be used to cover all the business reply mail.

b. On receipt of the application, the postmaster will complete the permit portion of the form and deliver it to the applicant. The application portion of the form will be filed in the post office by the permit number. Permits issued at each post office will be numbered consecutively starting with No. 1 for the first permit. Numbers of canceled permits may be used when issuing new permits. Each post office will keep an alphabetical card record of each permit on Form 3619, *Permit Number Record.*

c. When payment is not by use of an advance deposit trust account, postage is collected on each piece of business reply mail at the time it is delivered. Postage due stamps for the amount due will be affixed to the mail or to Form 3582-A, *Postage Due Bill.* The stamps will be canceled and delivered to the addressee with the mail when he pays the amount due. Business reply mail will not be mixed with other mail in direct packages or sacks for individuals or concerns. See 131.233 for amount to be collected which may not include fees for any special services.

d. Cards which do not conform to the specifications contained in 131.222 are to be charged postage at the regular first-class rate, and *not* at the card rate.

.233 *Postage and Fees*

a. An annual fee of $30 will be charged each calendar year for each permit issued. The $30 permit fee is applicable at each office where mail will be returned except that if the business reply is to be distributed from a central office for return to branches or dealers in other cities, one permit obtained from the post office where the central office is located may be used to cover all the business reply mail of the distributor, if the holder provides a copy of the receipt to each office where mail is to be returned under that permit. The permit holder guarantees payment of postage and fees on any returns refused by such branches or dealers.

b. Permit holders will have the option of keeping a Business Reply Mail (BRM) advance deposit trust account at the post office, or paying postage due charges to the carrier upon delivery. A $75 accounting fee will be charged for each BRM advance deposit trust account at each post office where the mail is to be returned. This fee will be paid each calendar year or portion thereof. No accounting fee will be charged to customers who do not maintain an advance deposit. The business reply advance deposit trust account will be used only for payment of business reply postage and fees.

c. When payment is by BRM advance deposit trust account as provided for in 131.233b, the amount to be collected is the appropriate first-class, airmail, or priority postage plus a surcharge of 3.5 cents per peice.

d. When no BRM advance deposit trust account is maintained, the amount to be collected is the appropriate first-class, airmail or priority postage, plus a surcharge of 12 cents per piece. Payment at the 12-cent rate may be paid in cash or through a regular postage due account.

e. Business reply mail addressed to several different firms at the same delivery unit may be delivered to *one* agent under one advance deposit trust account. The business reply mail for each firm participating in such arrangements must be covered under a valid business reply permit. Only one billing is to be provided by the Postal Service for each business reply advance deposit trust account. If the agent, or any of the firms participating in such arrangements desire separation of their charges, a separate trust account and accounting fee are required.

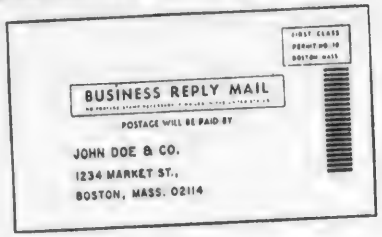
f. *Third party* business reply mail arrangements, whereby business reply pieces are distributed by a company, under its own permit and with its own indicia, for use by another party which is neither a branch nor a dealer of the distributor, are permissible provided:

(1) The holder of the permit number appearing on the mail guarantees payment of postage and fees for all business reply pieces which he distributes;
(2) The holder of the permit number appearing on the piece pays the annual business reply permit fee; and
(3) The addressee to whom the piece is returned obtains its own business reply permit fee and itself pays the annual business reply permit fee and, if desired, the annual business reply accounting fee.

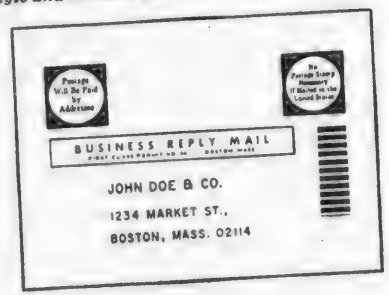
.234 *Form of Imprint and Address*

Any photographic, mechanical, or electronic process, or any combination of such processes, other than handwriting, typewriting, or handstamping, may be used to prepare the address side of business reply cards, envelopes, cartons, or labels. The address side must be prepared both as to style and content in one of the following forms without the addition of any matter other than a return address (see 141.114g for business reply window envelope requirements):

a. *Alternate Style and Content for Domestic Surface Mail*



b. *Alternate Style and Content for Domestic Surface Mail*


Postage Will Be Paid by Addressee
No Postage Stamp Necessary If Mailed in the United States
BUSINESS REPLY MAIL
JOHN DOE & CO.
1234 MARKET ST.,
BOSTON, MASS. 02114

c. *Style and Content for Domestic Airmail.* Use alternating red and blue parallelograms for the border.

.235 *Distribution*

Business reply cards, envelopes, cartons, and labels may be distributed:

a. In any quantity for return by surface or airmail. When prepared by the distributor for return by surface mail, business reply mail may not be accepted for return by air unless postage is fully prepaid at the airmail rate.
b. To any post office in the United States and its Territories and possessions, including military post offices overseas; except in the Canal Zone, where they may not be returned without prepayment of postage. They should not be sent to any foreign country.
c. In any manner except by depositing in receptacles provided by customers for receipt of mail.

.236 *Responsibility of Distributor*

The distributor guarantees payment on delivery of postage on returned business reply mail. Any concern distributing business reply cards, envelopes, cartons, or labels under one permit for return to its branches or dealers guarantees to pay postage on any returns refused by any authorized addressees.

131.3 WEIGHT AND SIZE LIMITS

.31 WEIGHT

Each piece may weigh not more than 70 pounds.

.32 SIZE

Each piece may measure not to exceed 100 inches in length and girth combined. See 135.32 for instructions on how to measure.

.33 SHAPE, RATIO, AND SEALING FOR ENVELOPES, CARDS, AND SELF-MAILERS

The following standards apply to envelopes, cards, and self-mailers having postage paid thereon at the first-class postage rate:

a. Pieces less than 3 inches in width (height) or 4¼ inches in length are nonmailable.
b. Pieces having shapes other than rectangular are nonmailable.
c. Pieces having a ratio of width (height) to length between 1 to 1.3 and 1 to 2.5 are recommended.
d. Pieces not sealed or secured on all four edges so that they may be handled by machines are not recommended.
e. Cards having a thickness of less than 0.006 of an inch are nonmailable.

.34 NONSTANDARD FIRST-CLASS MAIL

.341 First-class mail weighing one ounce or less is nonstandard unless it meets the following size standards:

a. Length not greater than 11.5 inches, and
b. Height not greater than 6.125 inches, and
c. Thickness not greater than .25 inch, and
d. An aspect ratio (ratio of height to length) between 1:1.3 and 1:2.5 inclusive.

.342 Nonstandard mail often results in delays or damage to mail because it does not lend itself to machine processing. For this reason, mailers are encouraged to avoid mailing nonstandard first-class mail. It is anticipated that a surcharge will be imposed sometime in calendar year 1978 for nonstandard first-class mail.

131.4 PAYMENT OF POSTAGE

.41 SINGLE PIECE RATE

Mailers of first-class matter at single piece rate may pay postage by adhesive stamps, stamped envelopes and postal cards, meter stamps, and permit imprints.

.42 BULK RATE

Mailings made at presort rates must be paid only by meter stamps or permit imprints. Metered postage must be for the first-class presort rate for qualifying pieces and the full first-class rate for residual pieces.

.43 ANNUAL FEE

A first-class presort mailing fee of $30 must be paid once each calendar year at each office of mailing by or for any person who mails first-class or airmail matter at presort rates. Any person who engages a business concern or another individual to mail for him must pay the $30 fee. This fee is separate from the fee that must be paid for a permit to mail under the permit imprint system (145.1).

131.5 PREPARATION OF PRESORT RATE MAIL

.51 ADDRESSES

The address on each piece must include the ZIP Code (or carrier route code if presorted directly to carriers).

.52 MARKINGS REQUIRED

Identifying words *PRESORTED FIRST-CLASS* or *PRESORTED AIRMAIL* must be incorporated as part of the permit imprint or be printed or rubber stamped by the mailer on each piece above the address and immediately below or to the left of the meter stamps or permit imprints. The marking may be printed by a postage meter, special slug, or *ad plate*. All pieces in the mailing including residual pieces not qualifying for the lower presort rate must be so marked.

.53 MAILING STATEMENT

Mailers who qualify for the first-class presort rate (see 131.121) must complete and submit a mailing statement with each mailing. The statement must be signed by the mailer or his authorized agent:

a. Form 3602, *Statement of Mailing - Permit Imprint*, for mail with permit imprints. If editions of the form earlier than December 1975 are used, two forms must be used: one for those qualifying for the lower presort rate, and one for those which do not. The form for those qualifying for the lower presort rate *must* be marked *PRESORT RATE* across the top of the form, and should only list the items which qualify for the lower presort rate. The form for the non-qualifying pieces *must* be marked *Presort Residual* across the top of the form and should only list the items which do not qualify for the lower presort rate.
b. Form 3602-PC, *Mailing Statement - Bulk Rates*, for mail bearing meter stamps. If editions of the form earlier than May 1976 are used, two forms must be used: one for those qualifying for the lower presort rate, and one for those which do not. The form for the qualifying pieces *must* be marked

PRESORT RATE across the top of the form, and should only list the items which qualify for the lower presort rate. The form for the non-qualifying pieces *must* be marked *Presort Residual* across the top of the form and should only list the items which do not qualify for the lower presort rate.

.54 SORTING REQUIREMENTS

.541 *Packages*

When there are 10 or more pieces to the destinations described in 131.545a and/or 50 or more pieces to the destinations described in 131.545b and c, they must be secured together as a package by the mailer. Rubber bands are the only acceptable means of securing packages in trayed mail.

.542 *Rubber Bands*

Rubber bands will be provided by USPS and will be used by mailers to secure packages of bulk mail under the following conditions:

a. Packages of pieces measuring up to 5 by 11-1/2 inches are to be secured in packages with rubber bands.
b. Packages should not exceed approximately 4 inches in thickness.
c. Packages up to one inch in thickness shall be secured with one rubber band around the girth. Packages between one and four inches in thickness shall be secured with two rubber bands, the first around the length and the second around the girth.

.543 *Labeling of Packages*

Package labels must be used to identify the makeup of presorted bundles of mail:

a. Place coded pressure sensitive labels in the lower left corner on the address side of the top piece in the package.
b. Do not date package labels.

.544 *Traying*

a. Packages are to be made up into trays in accordance with 131.545. Two-letter state abbreviations are to be used on labels. In lieu of traying, postmasters may authorize pouching or other suitable containerization of presorted mail when mutually beneficial to the mailer and the Postal Service and when the integrity of the presort can be maintained.
b. Pouches must be made up in accordance with the procedures prescribed for trays in 131.545 and with the prescribed pouch tags. Packages must be pouched by the mailer when there are enough for the same destination to fill approximately one-third of a pouch. The total weight of pieces placed in one pouch must not exceed 50 pounds. *The residual must be clearly segregated from the lower rated presorted mail.*

.545 *Sortation*

a. *Five-digit ZIP Code Delivery Unit Packages and Trays*
   (1) *Packages.* When there are 10 or more pieces but less than a full tray addressed to the same five-digit ZIP Code delivery unit, they must be prepared in packages of 10 or more pieces not more than 4 inches in thickness by the mailer. The pieces in the packages must be faced in the same direction and secured with one or two rubber bands around each package as provided by 131.542. Red label D must be affixed to the lower left corner on the address side of the top piece in each package.

(2) *Presorted Trays.* When there is enough mail for the same five-digit ZIP Code delivery unit to fill a tray (approximately 500 pieces), a direct five-digit tray must be prepared. Mail left over after filling direct trays must be bundled and placed in the appropriate city or SCF mail tray with the same first three digits. A pouch label must be firmly affixed to the end of the tray. Direct five-digit trays or containers must be labeled in the following manner:

PHILADELPHIA PA 19118 FCM PRESORTED FR JC COMPANY BOSTON MA

b. *City Packages and Trays*

(1) *Packages.* When there are 50 or more pieces, but less than a full tray, remaining for a city with a unique three-digit ZIP Code prefix, after the five-digit ZIP Code delivery unit packages required by 131.545a(1) have been prepared, they must be made up as city packages and must be secured with one or two rubber bands as provided by 131.542. Cities with unique 3-digit ZIP Codes are listed in the upper case letters in the listing of *ZIP Code Prefixes* contained in Publication 26, Directory of Post Offices. Yellow Label C must be affixed in the lower left corner on the address side of the top piece each package.

(2) *Presorted Trays.* City mail plus any packages for five-digit ZIP Code delivery units within those cities not trayed, as provided for by 131.545a(2), must be prepared in City trays. A mixed city pouch label must be firmly affixed to the end of each tray. City trays must be labeled in the following manner:

PHILADELPHIA PA 191 FCM PRESORTED FR JAY MAILING CO CINCINNATI OH

Mail left over after filling trays must be bundled and placed in an SCF tray.

c. *Sectional Center Facility (SCF) Packages and Trays*

(1) *Packages.* When there are 50 or more pieces, but less than a full tray, remaining for the same three-digit ZIP Code prefix, after the packages required by 131.545a(1) and b(1) have been prepared, they must be bundled as SCF packages to that three-digit ZIP Code prefix. The pieces in the packages must be faced in the same direction and secured with one or two rubber bands as provided by 131.542. Green Label 3 must be affixed in the lower left corner on the address side of the top piece in each package.

(2) *Presorted Trays.* SCF packages plus any five-digit and city packages not trayed, as provided for by 131.545a(2) and b(2), and which are destined for the same sectional center facility must be prepared in SCF trays. An SCF pouch label must be firmly affixed to the end of each tray. SCF trays must be labeled in the following manner:

SCF PHILADELPHIA PA 190 FCM PRESORTED FR Q MAILERS BALTO MD

Presorted mail left over after filling SCF trays must be bundled. It is recommended, but not required, that these be placed in state trays. If state trays are not prepared, bundles must be placed in mixed states trays.

d. *State Trays*

It is recommended, but not required, that packages remaining after traying, in accordance with 131.545a(2), b(2), and c(2), be prepared in state trays. A state pouch label in the following format must be firmly affixed to the end of the tray:

DIS CHICAGO IL 606 IL FCM PRESORTED FR RECORD CHICAGO IL

e. *Mixed States Trays*

Packages remaining after traying in accordance with 131.454a(2), b(2), c(2) and d, must be prepared in *Mixed States* trays. A mixed states pouch label in the following format must be firmly affixed to the end of the tray:

DIS CHICAGO IL 606 MIXED STATES FCM PRESORTED FR RECORD CHICAGO IL

f. *Residual Mail*

(1) Pieces remaining after bundles have been prepared into packages in accordance with 131.545a through e, are residual mail and are ineligible for the lower presort rate. Packages of residual mail must be placed in trays in such a way as to maintain the orientation and the ZIP Code sequence of the presort. Trays containing residual mail are not to bear a pouch label. The mail must be presented together with the lower-rated portion of a mailing, but must be clearly segregated therefrom to facilitate verification of the quantities of both the lower rated and residual pieces.

(2) In order to speed processing of the mail, it is recommended, but not required, that the mailer prepare state packages when there are 10 or more pieces to the same state. Orange label S must be affixed to the lower left corner of the address side of the top piece in each package.

g. *Exceptions to Bundling*

(1) The bundling requirements for presorted mail left over after filling full trays described in *a* through *e* may be waived when the use of separating tabs is approved by the local postmaster.

(2) The local postmaster may also waive the bundling requirements for loose-packed presorted flat mail sorted to one five-digit ZIP Code destination, when there is enough quantity to fill a number 3 sack. The flats must measure not less than approximately 8 inches high by 10 inches long.

131.6 PRESORT VERIFICATION

.61 Procedure

A designated employee in the weighing section, or other location where bulk mailings are accepted, shall verify that each mailing made at the presort rate is properly made up and presorted and qualifies for the presort rate. This is in addition to the postage computation verification performed for permit imprint mailings in accordance with 145.57. The designated employee must:

a. Verify that each mailing consist of at least 500 presorted pieces.

b. For each 10 trays or fraction thereof in a mailing:

(1) Select 2 trays of five-digit makeup and randomly withdraw and inspect by riffling 3 handfuls (about 120 letters) from each of the 2 trays to

determine whether the tray contains letters bearing other than the five-digit ZIP Code as shown on the tray label. If a discrepancy of 10 or more pieces is found, the mailing is disqualified.

(2) Select 2 trays of three-digit makeup and follow the procedures in (1).

(3) For the trays in (1) and (2), check if the proper labels are attached. If one improper label is found, check a total of ten trays. More than one improper label in ten trays is considered disqualifying.

(4) Check one tray of bundled mail to determine if the proper color-coded pressure sensitive package label is used on packages. If a wrong label is encountered, check a total of ten packages. More than one occurrence in ten packages is considered disqualifying.

(5) Check two packages to see if all pieces are in the proper bundles. If any improper bundling is detected, a total of five packages is to be checked. If more than four such improper pieces are in the five packages, the mailing is disqualified.

c. Riffle through one tray of residual mail to verify that it is in ZIP Code sequence. More than ten out of sequence in a tray is considered disqualifying.

d. If a mailing is disqualified, the next mailing by the customer at presort rates shall have twice the amount of pieces checked as called for above. In addition, one-fifth of the customer's mailings over the next six months shall receive such intensified checks.

e. For permit mailings, verify that the quantity of lower rated *presorted* mail agrees with Form 3602. This is done by weighing the presorted mail and dividing the weight by the weight of a single piece.

f. For permit mailings, verify that the quantity of *residual* mail agrees with Form 3602. This is done by weighing the residual mail and dividing the weight by the weight of a single piece.

g. Return permit imprint mailings to the mailer for corrective action or apply full rates as prescribed in 131.62 when the mailing does not qualify for the presort rate.

h. For metered mail spot check at least one tray of lower-rated pieces and one tray of residual mail to verify that proper postage is applied. If the pieces are not of identical weight, several of the heavier pieces are to be weighed and verified.

i. Return metered mailings and Form 3602-PC to the mailer for corrective action when one or more trays or pouches are found to contain mail with incorrect postage affixed, or improperly dated, or when the mailing does not qualify for the presort rate (see 131.62).

j. Mailers who elect to correct presort problems that result in disqualification of the mailing will generally be unable to return metered mail to the acceptance unit on the same day originally presented. The date in the meter stamp will thus reflect an incorrect mailing date. If the mailing is presented on the day immediately following its initial presentation and if it then meets all other acceptance requirements, accept the mailing on a one-time only basis when:

(1) Its initial presort deficiencies resulted from mailing equipment problems beyond the mailer's control, or

(2) It is the customer's first mailing at the presort rate and the improper presort resulted from misinformation or misunderstanding of the presort requirements.

.62 ACCEPTANCE OF UNQUALIFIED METERED OR PERMIT IMPRINT MAILING AT SINGLE PIECE RATES

When the verification prescribed by 131.61 reveals a disqualification for the presort rate on a mailing, the mailer may elect to pay the single piece first-class or airmail rate in lieu of correcting the disqualification. Mailers may correct the Form 3602 or Form 3602-PC for unqualified mailings to indicate postage is to be paid at single piece first-class or airmail rates in 131.11 and 136.11. All other provisions of Part 145 are applicable to such mailings. Mailers of unqualified metered mailings must pay the difference in cash at the window and present their copy of the cash receipt at the acceptance point before their mail can be released for processing.

131.7 MAIL SENT BY MEMBERS OF THE U.S. ARMED FORCES

.71 LETTERS SENT POSTAGE COLLECT

Letters sent by soldiers, sailors, airmen, and marines in the United States military service located in the United States or other places where United States domestic mail service operates, addressed to places in the United States, may be dispatched for collection on delivery, under the following conditions:

a. The address side of the letter must be marked *Soldier's Letter*, *Airman's Letter*, *Sailor's Letter*, or *Marine's Letter*, as appropriate.

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b. Under the marking, the letter must bear the signature and official designation, either with facsimile handstamp or in writing, of a commissioned officer to whose command the soldier or airman belongs, or of a surgeon or chaplain at a hospital where he is; and in the Navy and Marine service, of a commissioned officer attached to the vessel on which the member is serving or an officer commanding a hospital or detachment ashore where he is.

c. Postage, at single rate for each ounce or fraction, is collected on delivery.

.72 LETTERS SENT FREE

.721 Any personal letter mail, including post cards, in the usual and generally accepted form, and sound-recorded communications having the character of personal correspondence may be mailed free of postage under the following conditions:

a. When mailed by:
   (1) Any member of the U.S. Armed Forces (Army, Navy, Air Force, Marine Corps, and Coast Guard) at any U.S. military post office in Vietnam and contiguous waters, as defined by regulations of the Department of Defense.
   (2) Any member of the U.S. Armed Forces hospitalized in a facility under the jurisdiction of the Armed Forces of the United States as the result of disease or injury incurred as a result of military service or operations in Vietnam and contiguous waters, and air space thereover.

b. When mailed to:
   (1) Any place within the United States, including Puerto Rico or any other possession of the United States, where the domestic mail service operates.
   (2) Any Army and Air Force or Navy post office.

c. When such mail bears:
   (1) In the upper right corner of the address side, in the handwriting of the sender, the word *FREE*, and
   (2) In the upper left corner of the address side the name of the sender, his service number, grade, and complete military address.

.722 Letter mail, post cards, and sound-recorded communications sent free under the conditions in 131.721 will be afforded transportation by air or other means which will give the earliest possible delivery to the addressee. This mail may not be registered, insured, or certified. It may be accepted as special delivery mail upon payment of the required fee.

131.8 SHIP LETTERS

.81 VESSELS NOT REGULAR MAIL CARRIERS

Letters for delivery in the United States, carried by vessels not regularly employed in carrying the mail, are charged double rate of postage to cover the fee paid to the vessel. The postage may be collected at the office of delivery or prepaid with United States postage stamps.

.82 VESSELS OPERATING OVER POST ROAD

Letters and packages carried from one port to another in the United States over a water route that is wholly a post road by law, in a private ship or vessel, are charged single rate of postage. If part of the water route is not a post road, double rates of postage are charged.

.83 DELIVERY BY THE MASTER OF A VESSEL

Wholly unpaid printed matter delivered to the post office by the master of a vessel arriving from a foreign port and not regularly engaged in carrying mail, is charged with double the third-class rate of domestic postage, to be collected on delivery, and dispatched to its destination.

Part 132

SECOND CLASS

132.1 RATES

.11 RATES CHARGED ON COPIES FOR DELIVERY WITHIN THE COUNTY WHERE PUBLISHED AND ENTERED AND FOR DELIVERY AT POST OFFICE WHERE PUBLISHERS' HEADQUARTERS OR GENERAL BUSINESS OFFICES ARE LOCATED

.111 *When Mailed at Office of Original Entry*

a. For delivery of publications *other than weeklies* at office of original entry by its letter carriers. b. For delivery of publications *other than weeklies* by the letter carriers at a different post office than the office of original entry within the delivery limits of which the headquarters or general business office of the publisher is located (except that the pound rates from the office of mailing apply if they are higher).	Publications issued more frequently than weekly: 1.6¢ per copy. Publications issued less frequently than weekly: Copies weighing 2 ounces or less: 1.6¢ per copy. Copies weighing more than 2 ounces: 2.7¢ per copy.
c. For delivery of *weekly* publications to addressees *residing within* the county where published from all offices within or without the county *including the office of original entry*. d. For delivery of all publications, of whatever frequency, through post office boxes or general delivery, and for delivery by rural or star route carriers, *at an office of original entry* which *has* letter carrier service. e. For delivery of all publications, of whatever frequency, by whatever services are provided, *at an office of original entry* which *does not have* letter carrier service. f. For delivery of all publications, of whatever frequency, to addressees *residing within* the county where published, from all offices within or without the county, *other than the office of original entry*.	1.8¢ (one and eight tenths cents) per pound or fraction of a pound plus 0.6¢ (six -tenths of a cent) per piece charge.

.112 *When Mailed at Office of Additional Entry*

a. The per copy rates in 132.111 a or b, for publications *other than weekly*, apply to copies mailed at additional entry offices and addressed for delivery either at the office of original entry or at the publisher's headquarters office, when postage at these rates is higher than the postage computed at the rates in 132.12.

b. The charges prescribed by 132.111 c, d, e, and f also apply to copies of publications, of whatever frequency, mailed at an office of additional entry *located within* the county where published and entered, to addressees *residing within* the county, for delivery at all offices within or without the county, including the office of additional entry, by whatever delivery services are provided.

.113 *Independent Cities*

Each publication having original entry at an incorporated city which is situated entirely within a county or which is situated contiguous to one or more counties in the same State, but which is politically independent of such county or counties, shall be considered to be within and a part of the county with which it is principally contiguous and copies mailed into that county are chargeable with postage at the rates in 132.111. Where more than one county is involved, the publisher will select the principal county and notify the postmaster.

.12 RATES CHARGED ON COPIES FOR DELIVERY OUTSIDE THE COUNTY WHERE PUBLISHED AND ENTERED, AND ON COPIES MAILED AT AN OFFICE OF ADDITIONAL ENTRY *LOCATED OUTSIDE THE COUNTY* WHERE PUBLISHED AND ENTERED (Publishers authorized to mail publications at the postage rates in 132.121 must submit an annual written request for authority to mail matter at the phased rates of postage provided pursuant to 39 U.S.C. 3626. A block for this purpose is provided on Form 3526, *Statement of Ownership, Management and Circulation*, for the editor, publisher, business manager or owner to sign in order to comply with this requirement. Failure to sign the appropriate block will subject the publication to the full rates.)

.121 *All Publications, Except Those Accepted at the Special Rate (132.122), Classroom Rate (132.123), or Science of Agriculture Rate (132.124)*

All publications are subject to the charges in both a and b.

a. Rates in cents per pound or fraction of a pound:

Nonadvertising portion	6.9
Advertising portion:	
Zones 1 and 2	9.2
Zone 3	10.1
Zone 4	11.6
Zone 5	13.6
Zone 6	15.7
Zone 7	17.4
Zone 8	19.7

b. Per piece charge (cents):

(1) All publications except those provided for in (2)	2.1
(2) Publications mailing less than 5,000 copies per issue outside the county of publication	0.7

.122 *Special Rate Publications*

All publications are subject to the charges in both a and b.

a. Rates in cents per pound or fraction of a pound:

Nonadvertising portion	3.7
Advertising portion:	
Zones 1 and 2	6.0
Zone 3	6.7
Zone 4	8.2
Zone 5	9.9
Zone 6	11.0
Zone 7	11.7
Zone 8	12.5

b. Per piece charge (cents): 0.8

c. The zone rates in 132.122a are applicable to issues in which the advertising portion exceeds ten percent. Issues containing ten percent or less advertising shall be computed at the nonadvertising rate in 132.122a.

d. The rates in 132.122a, b, and c, apply only to publications issued by and in the interest of the following organizations and associations (see 134.5 for definitions of organizations listed in a–h) not organized for profit and none of the net income of which benefits any private stockholder or individual, when specially authorized by the Postal Service: (see 132.33a)

a. Religious
b. Educational
c. Scientific
d. Philanthropic
e. Agricultural
f. Labor
g. Veterans
h. Fraternal
i. Associations of rural electric cooperatives
j. The official highway or development agency of a State (LIMITED TO ONE PUBLICATION THAT MEETS ALL THE REQUIREMENTS of 132.22 and that contains no advertising.)
k. Program announcements or guides published by an educational radio or television agency of a State or political subdivision thereof or by a nonprofit education radio or television station.
l. One conservation publication published by an agency of a State which is responsible for management and conservation of the fish or wildlife resources of such State.

.123 *Classroom Publications*

(Religious, educational, or scientific publications designed specifically for use in school classrooms or in religious instruction classes.) All publications are subject to the charges in both a and b.

a. Rates in cents per pound or fraction of a pound:

Nonadvertising portion	3.0
Advertising portion:	
Zones 1 and 2	4.0
Zone 3	4.7
Zone 4	5.9
Zone 5	7.7
Zone 6	9.6
Zone 7	10.8
Zone 8	12.6

b. Per piece charge (cents): 0.6

.124 *Science of Agriculture Publications*

The rates in 132.121 a and b apply to publications devoted to promoting the science of agriculture. Exception: When the total number of copies furnished during any 12-month period to subscribers residing in rural areas consists of at least 70 percent of the total number of copies distributed by any means for any purpose, the rate for zones 1 and 2, for the advertising portion, is 6.1 cents per pound.

.13 TRANSIENT RATE

Copies mailed by public.
Sample copies in excess of 10 percent allowance.
Copies to persons not included in list of subscribers.

} 10¢ for first 2 ounces; 4¢ each additional ounce or fraction thereof, or the fourth-class rate, whichever is lower.

.14 SECOND-CLASS RATES TO OTHER COUNTRIES

See Publication 42, *International Mail*.

.15 COMPUTATION OF POSTAGE CHARGES

The pound rates for both within (132.111a) and outside (132.121a) the county of publication are computed on the bulk weight of a mailing. The charge per piece for both within (132.111b) and outside (132.121b) the county of publication is computed on individually addressed pieces consisting either of single copies or packages containing unaddressed copies. When two or more unaddressed copies are mailed in a package, the package is considered as one piece. The per piece charge is applicable to all pound rate mailings

.16 WEIGHT LIMITS

There is no limit of weight for second-class mail to domestic destinations. See Publication 42, *International Mail*, for weight limits to other countries.

.17 WHO PAYS

Postage at the transient rate must be paid on all copies mailed by the general public. Only publishers and registered news agents may mail at the other second-class rates.

132.2 QUALIFICATIONS FOR SECOND-CLASS PRIVILEGES

.21 WHAT MAY QUALIFY

.211 *Mailable Publications*

Only newspapers and other periodical publications which meet the mailability criteria established in Part 123 may be mailed at the second-class rates. The term *periodical publications* includes:

a. Any catalog or other course listing, including mail announcements of legal texts which are part of post-bar admission education issued by any institution of higher education or by a nonprofit organization engaged in continuing legal education.
b. Any looseleaf page or report (including any index, instruction for filing, table, or sectional identifier which is an integral part of such report) which is designed as part of a looseleaf reporting service concerning developments in the law or public policy.

.212 *With or Without General Advertising*

All publications that meet the basic qualifications explained in 132.22 may carry general advertising. The publications of the institutions and societies specifically named in 132.23 must meet all the basic qualifications except the requirement of a paid subscription list. They are excused from having a paid list only when they do not carry general advertising. Those that carry general advertising must have a paid list.

.22 BASIC QUALIFICATIONS

.221 *Regular Issuance*

Publishers must determine the number of issues they will publish each year and adopt a statement of frequency that will show at what regular intervals the issues will appear. Examples of statements of frequency are:

Daily	Semiweekly
Weekly	Biweekly
Monthly	Semimonthly
Quarterly	Weekly during school year
Monthly except during July and August	Four times a year in January, February, October, and November

A publication may not be published under a frequency that provides for less than four issues each year. Issues must be published regularly as called for by the statement of frequency. Publishers may change the number of issues scheduled and adopt a new statement of frequency by filing an application for second-class reentry. (See 132.34.) When a publication fails to maintain regular issuance in accordance with its stated frequency, the postmaster will inform the publisher of the requirements and request compliance. If irregular issuance continues, or if the publication is discontinued, the postmaster will report all the facts, including the publisher's current mailing address, to the Office of Mail Classification for determination as to whether proceedings should be instituted to revoke the second-class mail privilege. See 132.8.

.222 *Issuance at Known Office*

Publications must be issued and mailed at a known office of publication. A known office of publication is a public office where the business of the publication is transacted during the usual business hours. The office must be maintained at the place where the publication has been granted original second-class mail privileges. Offices for the transaction of business may be maintained at more than one place, but mailings may be accepted at the second-class pound rates only at the post offices where original or additional mail privileges have been authorized.

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.47 ENCLOSURES ADDITIONS, AND NOVELTY PAGES

.471 *Enclosures*

Receipts, and orders for subscriptions may be enclosed either loose or bound in. No other enclosures are permitted. They may be prepared in the following ways:

a. Printed or written.
b. Printed on cards and envelopes including business replies.
c. Arranged to include coin receptacles.
d. Arranged as combination forms for two or more second-class publications issued by the same publisher.

.472 *Additions*

Additions consist of words that may be added to the copies after they are printed or that may be placed on the envelopes or wrappers in which the copies are mailed. Only the following additions may be made:

a. Name and address of the person to whom copies are sent.
b. Index figures of subscription book, either printed or written.
c. Printed title of publication and place of its publication.
d. Printed or written name and address without addition of advertisement of the publisher or sender, or both.
e. Written or printed words or figures, or both, indicating the date on which the subscription will end.
f. Correction of any typographical error.
g. A mark, except by written or printed words, to designate a word or passage to which it is desired to call attention.
h. The words *Sample Copy* when the copies are sent as samples.
i. The words *Marked Copy* when the copies contain a marked item or article.
j. The words *Return Postage Guaranteed* when undeliverable copies are to be returned to the sender. See 159.224.
k. The number of copies enclosed may be shown on the wrapper or face of a package.
l. Messages and notices of a civic or public-service nature provided no charge is made by the publisher for placing them on the envelopes, wrappers or covers in which the publication is mailed.
m. Requests for address correction information.

.473 *Novelty Pages*

Novelty pages are printed sheets that may be used for purposes other than reading, or printed sheets with novel characteristics. Novelty pages must be prepared specifically for and intended as integral pages of newspapers or other periodical publications. Blank sheets may not be carried as pages. Envelopes and all other types of containers do not constitute printed sheets or portions thereof. The total number of novelty pages in the copies may constitute only a minor portion of the total pages. An excessive use of novelty pages may give a publication the characteristics, both as to format and purpose, of books, catalogs, or other third- or fourth-class mail. The following kinds of pages are examples of novelty pages that may be included in second-class publications:

a. Printed pages bearing words, perforations, or symbols indicating they are for detachment.
b. Pages having printed pictures for cutting out.
c. Printed pages having blank spaces for writing or marking.
d. Pages having printed illustrations permanently pasted to them. Envelopes, wrappers, pockets, all other types of containers, and any contents thereof do not constitute printed illustrations.
e. Printed coupon(s) or printed application or order form(s) prepared as pages. Such pages must bear the name of the publication or of an authorized part or section (PSM 132.454), and, if the publication is paginated, be numbered or allowed for, to preclude being considered enclosures prohibited by 132.471.
f. Pages, other than regular size pages of a publication, portions of which are printed coupon(s) or printed application or order form(s). The name of the publication or of an authorized section (PSM 132.454) must appear on the front or back of the sheet (a single leaf) on which such pages are printed, to preclude the pages being considered enclosures prohibited by 132.471.
g. Pages having printed coupon(s), or printed application or order form(s) permanently attached. Such coupon(s), or application or order form(s) must directly relate to advertising or editorial material printed on the page to which they are permanently attached, and must bear the name of the publication or of an authorized section (PSM 132.454).

.48 ADVERTISEMENTS

All advertisements in periodicals must be permanently attached. Pagination is not required in periodicals, but some or all pages of periodicals may be numbered or allowed for, or both, in any manner which indicates that pages containing advertisements are an integral part of the periodical, or of its separate editions, rather than an independent publication. Independent publications may not be inserted in periodicals as advertisements. The physical makeup of advertisements may include such features as the following:

a. Different advertisement may occupy the same space in different copies of the same issue.
b. Advertisements larger than the regular pages may be prepared for folding out horizontally, vertically, or both.
c. Advertisements may be die-cut or deckle-edged.
d. Multiple page advertisements may be prepared for detachment as permitted by 132.473a and may be held together by staples or other means separate from and in addition to the regular binding of the periodical.
e. Advertisements may be printed on sheets of paper, cellophane, foil, and other similar material.
f. Advertisements may include statements that they are printed on the product or by means of the product of the advertiser.

132.5 SECOND-CLASS MAILING PRIVILEGE FOR NEWS AGENTS

.51 DEFINITION

News agents are persons or concerns engaged in selling two or more second-class publications published by more than one publisher.

.52 INFORMATION REQUIRED FROM NEWS AGENTS

News agents must furnish postmasters evidence that copies of publications offered for mailing are entitled to second-class postage rates, and that they are sent to actual subscribers or to other news agents for the purpose of sale. A second-class imprint in the copies is sufficient evidence that a publication is entitled to be mailed at second-class rates. The addresses on bulk packages must show that the packages are sent to other news agents.

.53 REMAILING WITHOUT PAYMENT OF POSTAGE

A news agent may not remove packages of copies from a post office, write an address on each copy, and return them to the office for dispatch or delivery without paying additional postage.

.54 WHEN SUBJECT TO TRANSIENT SECOND-CLASS RATES

Unsold copies returned to publishers or other news agents, or copies sent to other news agents except for purpose of sale, or to persons not having subscriptions with the news agent, are subject to the transient second-class rate.

.55 RETURN OF PORTIONS OF UNSOLD PUBLICATIONS

The head or small portions of publications returned to publishers to show that copies have not been sold are subject to postage at third- or fourth-class rates according to weight.

132.6 OWNERSHIP, MANAGEMENT AND CIRCULATION STATEMENT

.61 REQUIREMENTS, AS CONTAINED IN 39 U.S. CODE, 3685

.611 Each owner of a publication having second-class mail privileges under 132.22 shall furnish to the Postmaster General at least once a year, and shall publish in such publication once a year, information in such form and detail and at such time as he may require respecting—

a. The identity of the editor, managing editor, publishers, and owners;
b. The identity of the corporation and stockholders thereof, if the publication is owned by a corporation;
c. The identity of known bondholders, mortgagees, and other security holders;
d. The extent and nature of the circulation of the publication, including, but not limited to, the number of copies distributed, the methods of distribution, and the extent to which such circulation is paid in whole or in part; and
e. Such other information as he may deem necessary to determine whether the publication meets the standards for second-class mail privileges.

The Postmaster General shall not require the names of persons owning less than 1 per centum of the total amount of stocks, bonds, mortgages, or other securities.

.612 Each publication having second-class mail privileges under 132.23 shall furnish to the Postmaster General information in such form and detail, and at such times as he requires, to determine whether the publication continues to qualify thereunder. In addition, the Postmaster General may require each publication which has second-class mail privileges under 132.22 or 132.23 to furnish information, in such form and detail and at such times as he may require, to determine whether the publication continues to qualify thereunder.

.613 The Postmaster General shall make appropriate rules and regulations to carry out the purposes of this section, including provision for suspension or revocation of second-class mail privileges for failure to furnish the required information.

.62 PROCEDURES

.621 All publishers of publications having second-class mailing privileges, including the publishers of foreign publications accepted at the second-class postage rates under the provisions of 132.24, must file on or before the first day of October, a statement on Form 3526, *Statement of Ownership, Management and Circulation*, in duplicate, at the post office where the original second-class permit is authorized.

.622 Publishers who file a statement under the provisions of section 132.611 shall publish the complete statement in the second issue thereafter of the publication to which it relates. Publishers who file a statement under the provisions of section 132.612 are not required to publish the statement.

Publishers of foreign publications accepted at the second-class postage rates under the provisions of 132.24 are not required to publish the statement.

.623 Publishers of second-class matter mailed at the post offices designated in the revenue and cost analysis sampling system (whether they are original or additional entry offices), must also complete Form 15, *Second-Class Publisher's Statement of Number of Copies*, and if applicable, Form 15E, *Second-Class Publication, Foreign Destinations, Postage Affixed*, for the mailings, at the sampling offices only, of the issue for which Form 3526 in .621 was prepared. Forms 15 and 15E will be furnished to publishers by their postmasters. Completion of Forms 15 and 15E is not required for publications whose application for second-class original entry is in a pending status.

.624 A publication which fails to comply with the requirements of this section within 10 days after notice by certified mail of the failure may not be mailed at the second-class rates of postage until it has come into compliance.

.625 Postmasters shall:

a. Furnish at least 3 copies of Form 3526 for each publication not less than 10 days prior to October 1. One copy of the completed Form 3526 should be retained by the publisher for his records.
b. Examine each statement filed in duplicate to see that it contains all of the information required by law.
c. Return incomplete or incorrect statements to the publishers and obtain from them complete and correct statements.
d. Arrange the original copies alphabetically by titles and forward them to the Director, Office of Mail Classification, Rates and Classification Department, Washington, DC 20260. Retain the duplicate copies.
e. Obtain a copy of the issue of each publication in which the required statement is published. Verify the correctness of the published statement. File the copy. DO NOT forward it to Headquarters. Promptly report to the Rates and Classification Department, Office of Mail Classification, any instance where a publisher fails to file or to publish a statement.

132.7 MARKING OF PAID READING MATTER

.71 Editorial or other reading matter contained in publications entered as second-class mail and for the publication of which a valuable consideration is paid, accepted, or promised shall be marked plainly *advertisement* by the publisher.

.72 Whoever, being an editor or publisher, prints in a publication entered as second-class mail editorial or other reading matter for which he has been paid or promised a valuable consideration, without plainly marking the same *advertisement*, shall be fined not more than $500. (18 U.S.C. 1734)

.73 Each paid editorial or other reading matter which occupies all or any part of one page must be marked plainly *advertisement*. Each paid editorial or other reading matter which occupies more than one page must be marked plainly *advertisement* on each page or part of a page which it occupies.

132.8 CANCELLATION OF SECOND-CLASS PRIVILEGES

.81 The Postmaster General may revoke the entry of a publication as second-class mail whenever he finds, after a hearing, that the publication is no longer entitled to be entered as second-class mail.

.82 The Director, Office of Mail Classification, Rates and Classification Department, makes determinations concerning the suspension or revocation of a second-class entry subject to appeal and hearing requested by the publisher. He may call on a publisher from time to time to submit information bearing on the publisher's right to retain a second-class entry for his publication. When the Director determines that a publication is no longer entitled to its second-class entry, he issues a ruling of suspension or revocation to the publisher at the last

known address of the office of publication stating the reasons therefor. The ruling becomes effective in 15 days from receipt by the publisher unless the publisher appeals therefrom.

.83 A copy of the procedures governing administrative appeals and hearings relative to the denial, suspension, or annulment of second-class mail privileges may be obtained from the Director, Office of Mail Classification, Rates and Classification Department.

Part 133

CONTROLLED CIRCULATION PUBLICATIONS

133.1 RATES

Per pound or fraction of a pound	10.8 cents
Per piece charge	3.2 cents

The per piece charge is in addition to the pound rate.

133.2 PERMITS

.21 QUALIFICATIONS

Publications must:

a. Contain at least 24 pages.
b. Contain at least 25 percent nonadvertising.
c. Be issued at regular intervals of four or more times a year.
d. Not be owned and controlled by individuals or business concerns and conducted as an auxiliary to and essentially for the advancement of the main business or calling of those who own or control them.

.22 APPLICATIONS

Apply by letter to the postmaster at the office where mailings are to be made. State the name of the publication, frequency of issue, where published, the name of the publisher, and whether the publication is circulated free or mainly free. Submit two copies of the issue published nearest to the date of application marked to show the nonadvertising content as required in 133.4. The postmaster will submit the application and one copy of the publication to Director, Office of Mail Classification, Rates and Classification Department, Washington, DC 20260. Notice of authorization or disapproval will be furnished by the Director, Office of Mail Classification.

.23 DEPOSITS TO COVER POSTAGE

While an application is pending, deposits in money to cover postage on mailings at the third- or fourth-class rates may be made by the publisher. The excess deposits will be returned if a permit is issued.

133.3 IDENTIFICATION STATEMENTS

The following items must be printed on one of the first five pages of each copy, in a position where they may be easily located by postal employees and other interested persons:

a. Name of the publication on the front.
b. Date of issue.
c. Frequency of issue.
d. Address of publisher including street and number when there is carrier delivery service and the ZIP Code.
e. Subscription price, if the publication has one.

f. Controlled circulation imprint, reading: *Controlled circulation postage paid at* _____. When a publisher has filed applications at more than one post office, and has received authorizations at each office, the imprint must read: *Controlled circulation postage paid at* _____ *and at* _____.
g. Notice of pending application when copies are mailed under deposits of money, reading: *Application to mail at controlled circulation rates is pending at* _____.

A notice must be printed or handstamped on the envelopes or wrappers in which copies are mailed, reading: *Controlled circulation postage paid at* _____. When a publisher has filed applications at more than one post office, and has received authorizations at each office, the notice must read: *Controlled circulation postage paid at* _____ *and at* _____.

133.4 FILING OF MARKED COPY

A copy of each issue, marked by the publisher to show nonadvertising to the extent of at least 25 percent of the total reading and advertising portions of the publication, must be filed with the postmaster at the time of mailing. The percentage of nonadvertising must be written on the first page of the copy. Advertising includes paid advertising and the publisher's own advertising. The advertising may be in display, classified, or editorial style.

133.5 ENCLOSURES

Enclosures are not permitted.

133.6 ADDRESSING, PREPARATION FOR MAILING, WEIGHING, AND COLLECTION OF POSTAGE

See 122.7 for applicable addressing requirements; 125.1 through 125.33 for applicable preparation requirements; and 125.6 for weighing and collecting of postage procedures.

133.7 STATISTICAL STATEMENT

Publishers of controlled circulation matter must execute Form 8-C, *Pieces by Destination, Controlled Circulation Publications*, for the first mailing of each fiscal year, and for the first mailing, at any time, at a new post office of entry after the authorization to mail at controlled circulation rates has been received. The form will be distributed to publishers by their postmasters. Failure to comply with this requirement will result in non-acceptance of the mailing by the Postal Service.

Part 134

THIRD CLASS

134.1 RATES

.11 SINGLE PIECE RATE

.111 All matter not in the first or second class (see 134.31 for weight limit) except mailings made under 134.12 and 134.13:

0 to 2 ozs	14¢	Over 8 to 10 ozs	61¢
Over 2 to 4 ozs	28¢	Over 10 to 12 ozs	72¢
Over 4 to 6 ozs	39¢	Over 12 to 14 ozs	83¢
Over 6 to 8 ozs	50¢	Over 14 but less than 16 ozs	94¢

.112 The following exception applies to single-piece rate third-class mail: When the postage rate computed at the single-piece third-class rate is higher than the rate prescribed in the corresponding fourth-class category for which the piece qualifies, the applicable lower fourth-class rate will be charged.

.12 BULK RATES[1]

(See 134.222 and 134.42.)

	Special rates for authorized organizations only (see 134.5)	Regular rates
.121 Books and catalogs having 24 or more bound pages with at least 22 printed, seeds, cuttings, bulbs, roots, scions, and plants (see 134.31 for weight limit).	11¢ per pound or fraction.	30¢ per pound or fraction.
Minimum rate per piece:		
First 250,000 pieces mailed during each calendar year.	2.0¢	7.5¢
Pieces in excess of 250,000 mailed during each calendar year (see 134.124).	2.0¢	7.7¢
.122 All matter, except the items in 134.121, not included in the first- or second-class (see 134.31 for weight limit).	13¢ per pound or fraction.	36¢ per pound or fraction.
Minimum rate per piece:		
First 250,000 pieces mailed during each calendar year.	2.0¢	7.5¢
Pieces in excess of 250,000 mailed during each calendar year (see 134.124).	2.0¢	7.7¢

[1] The annual bulk mailing fee is $40

.123 If the total postage computed at the pound rates does not amount to the minimum rate per piece or more, postage must be computed at the minimum charge per piece. (See 134.222a.)

.124 When mailings are made at the minimum per piece rates of 7.5¢ provided by 134.121 and 134.122, the mailer or his agent must show on each Form 3602, *Statement of Mailing Matter with Permit Imprints*, or Form 3602-PC, *Bulk Rate Mailing Statement—Third-Class Mail*, that his total mailings, including all those made at bulk pound rates and at minimum per piece rates, at all post offices, under any name, for each current calendar year, have not exceeded 250,000 pieces. It is the responsibility of the mailer or his agent to make available upon request of postal officials whatever information is necessary to show the payment of correct minimum per piece rates on all mailings made during each calendar year. Postmasters must regularly review the records of mailings being made at the bulk third-class pound and piece rates for the purpose of determining from the identity of the mailer, the number of pieces mailed, the character of the mailing pieces, or any other facts, whether the correct minimum per piece rate is being paid. If any postmaster is in doubt as to whether the 250,000 limitation has been exceeded in a particular case, he shall submit all the facts to the Office of Mail Classification, Rates and Classification Department.

.125 The weight at which the pound bulk rates cease to apply for third-class bulk mail is found by multiplying the applicable piece rate by 16 and dividing the product by the corresponding pound rate. The result expresses this weight limit in ounces and decimal fractions of ounces. Pieces at or below this weight are subject to the applicable minimum per piece rate. The calculation should be carried to 5 decimal points.

.13 KEYS, IDENTIFICATION CARDS, IDENTIFICATION TAGS, OR SIMILAR IDENTIFICATION DEVICES

Keys, identification cards, identification tags, or similar identification devices that are without cover and that bear, contain, or have securely attached the name and complete post office address of a person, organization, or concern with instructions to return to such address and a statement guaranteeing the payment of the postage due on delivery: 19 cents for the first 2 ounces, 14 cents for the next 2 ounces or fraction thereof.

134.2 CLASSIFICATION

.21 DEFINITION

.211 Third-class mail consists of mailable matter which is—

a. not mailed or required to be mailed as first-class mail;
b. not entered as second-class mail; and
c. less than 16 ounces in weight.

.212 Circulars, including printed letters which according to internal evidence are being sent in identical terms to several persons, are third-class mail. A circular does not lose its character as such when the date and name of the addressee and of the sender are written therein, nor by the correction in writing of mere typographical errors.

.213 Printed matter within the limit of weight is third-class mail. For the purpose of this section, printed matter is paper on which words, letters, characters, figures or images, or any combination thereof, not having the character of actual or personal correspondence, have been reproduced by any process other than handwriting or typewriting.

.22 APPLICATION OF RATES

.221 *Single Rate*

The single rate is applied to each piece according to its weight.

.222 *Bulk Rate*

a. The bulk rate is applied to mailings of identical pieces separately addressed to different addressees in quantities of not less than 50 pounds or of not less than 200 pieces. All the pieces in a bulk mailing must be identical as to size, weight, and number of enclosures, but the printed textual matter need not be identical. Postage is computed at pound rates on the entire bulk mailed at one time, except that in no case shall less than the minimum charge per piece be paid. The annual bulk mailing fee must be paid at or before the first mailing each calendar year. (See 134.4 for other conditions governing acceptance of bulk mailings.)

b. It is recommended that mailers merge and presort all third-class matter presented for mailing during a day or part of a day when the pieces are identical in size, weight and number of enclosures and when they are addressed from one list or from more than one list. A variance in the text, the use or nonuse of adhesive address labels, or the use of several lists with different key numbers does not preclude the mailer from merging the mailings and presorting them.

.223 *Other Third-Class Rates*

The rate for keys and identification items placed loose in the mail under the conditions in 134.13 is applied to each item according to its weight. When there are several items for the same addressee the office of mailing will place them in an envelope or wrapper addressed to the intended recipient and marked to show the amount of postage due. The amount of postage will be computed on each item and not on the bulk weight of the mailing piece.

.224 *Nonstandard Surcharge*

There is currently no surcharge for nonstandard mail as defined in 134.33. However, it is anticipated that such a surcharge will be imposed sometime in calendar year 1978.

134.3 WEIGHT AND SIZE LIMITATIONS

.31 WEIGHT

Each piece may weigh up to but not including 16 ounces.

.32 SIZE, SHAPE, AND RATIO

There is no maximum limit of size. The following standards apply to envelopes, cards, and self-mailers having postage paid thereon at the third-class rates:

a. Pieces less than 3 inches in width (height) or 4¼ inches in length are nonmailable.
b. Pieces having shapes other than rectangular are nonmailable.
c. Pieces having a ratio of width (height) to length between 1 to 1.3 and 1 to 2.5 are recommended.
d. Cards having a thickness of less than 0.006 of an inch are nonmailable.

.33 NONSTANDARD THIRD-CLASS MAIL

.331 Third-class single piece rate mail weighing 2 ounces or less is nonstandard unless it meets the following size standards:

a. Length not greater than 11.5 inches; and
b. Height not greater than 6.125 inches; and
c. Thickness not greater than .25 inch; and
d. An aspect ratio (ratio of height to length) between 1:1.3 and 1:2.5 inclusive.

.332 Nonstandard mail often results in delays or damage to other mail because it does not lend itself to machine processing. For this reason mailers are encouraged to avoid mailing nonstandard third-class mail.

.333 It is anticipated that a surcharge will be imposed sometime in calendar year 1978.

134.4 PREPARATION—PAYMENT OF POSTAGE

.41 SINGLE-PIECE MAILINGS

Mailers of third-class mail at other than bulk rates may use any method of paying postage, and may mail any number of pieces at one time, except when permit imprints are used (see 145.5). See 134.82 for marking required on sealed pieces.

.42 BULK MAILINGS

.421 *Annual Fee*

A fee of $40 must be paid once each calendar year by or for any person who mails at the bulk third-class rates. Any person who engages a business concern or another individual to mail for him must pay the $40 fee. This fee is separate from the fee that must be paid for a permit to mail under the permit imprint system (145.1). An alphabetical record of customers who have paid the $40 fee must be kept at the weighing section or any other place where bulk mailings are accepted and cleared. The record must show whether the mailer has been authorized to mail as one of the organizations or associations named in 134.5.

.422 *Postage Permits Required*

Postage must be prepaid by (see part 146):

a. Meter stamps. See part 144.
b. Precanceled stamps or precanceled stamped envelopes. See part 143.
c. Permit imprints (cash). See part 145.

.423 *Markings Required*

Identifying words as follows must be printed or rubber stamped by the mailer either in or immediately adjacent to permit imprints, meter stamps, or precanceled stamps:

a. *Bulk Rate* or the abbreviation *Blk. Rt.* by mailers other than nonprofit organizations.
b. *Nonprofit Organization* or the abbreviation *Nonprofit Org.* by authorized nonprofit organizations. (See 134.5).

.424 *Mailing Statement and Verification*

A designated employee in the weighing section or place in the post office where bulk mailings are accepted verifies the mailer's statement which must be completed and submitted by the mailer with each mailing as follows:

a. Form 3602, *Statement of Mailing Matter with Permit Imprints*, for mail with permit imprints (see 145.55); or
b. Form 3602-PC, *Bulk Rate Mailing Statement—Third-Class Mail*, for mail bearing precanceled stamps or meter stamps.

.43 PREPARATION BY THE MAILER OF PIECES IN PACKAGES AND SACKS

.431 *Package Labels*

Pressure-sensitive labels are made available to publishers through local customer services offices and should be used to indicate the make-up and destination of a package. All pieces in a package must be faced in one way with a plainly addressed piece, including ZIP Code, on top:

a. *Use of Package Labels*

(1) *Five-Digit Package.* Place 10 or more pieces for the same ZIP Code area in a bundle. Affix Red Lable D.

(2) *Mixed-City Package.* Place 10 or more pieces bearing more than one ZIP Code but addressed to a multicoded city in a bundle. Affix Yellow Label C.

(3) *Sectional Center Packages.* Place 10 or more pieces for more than one post office in the same SCF area in a bundle. Affix Green Label 3.

(4) *State Packages.* After five-digit, mixed-city and SCF packages have been made place 10 or more pieces remaining for the same state in bundle. Affix Orange Label S.

(5) *Firm Packages.* When all mail in a package is for an individual firm, affix Blue Label F.

b. *Package Labels—General*

(1) Use nonstandard package labels only where a coded pressure-sensitive label cannot be used. Nonstandard labels are used to identify mixed states, split states and foreign packages. This label when affixed should cover the entire address portion of the top mail piece.

(2) Place pressure-sensitive labels on the lower left-hand corner of the face of the top piece on letter-size packages. On flats, apply pressure-sensitive label adjacent to the address on the top mail piece.

.432 *Maximum Weight in a Sack*

The total weight of pieces placed in one sack must not exceed 70 pounds.

.433 *Sack Labels Furnished by Postmaster*

When sack labels are furnished by the postmaster, the mailer is not required to place his name on the back of each label.

.434 *Unauthorized Sack Labels*

Sacks with unauthorized labels, tags, or markings are not acceptable for dispatch.

.435 *Addresses*

The address on each piece must include the ZIP Code. Exceptions:

a. The ZIP Code may be omitted from pieces bearing a simplified address (see 122.41); pieces presorted and bundled by the mailer to city, rural, or star carrier routes; and pieces presorted to five-digit ZIP Code destinations consisting of either a post office having one ZIP Code or the ZIP Code delivery unit in multi-ZIP Coded post offices.

b. The lowest or principal ZIP Code assigned to a post office may be used on pieces addressed to any multi-ZIP Coded post office except those listed in 125.327. Mailers may obtain the lowest or principal ZIP Code for particular post offices from their postmaster.

.436 *Packages and Sacks*

When there are 10 or more individually addressed pieces to the destinations described in 134.436 a, b, c, d, and e, they must be securely wrapped or tied together as a package by the mailer (the mailer may package less than 10 pieces in the same manner). Packages must be sacked by the mailer when there are enough for the same destination to fill approximately one-third of a sack:

a. *Five-digit ZIP Code Delivery Unit Packages and Sacks.* A five-digit ZIP Code delivery unit is a post office having one ZIP Code or a station or branch of the multi-ZIP Code post offices listed in 125.327.

(1) *Packages.* The mailer must prepare packages of pieces addressed to the same five-digit ZIP Code delivery unit. The pieces in the packages must be faced in the same direction. It is recommended that packages be prepared for the five-digit ZIP Code delivery units of the other multi-ZIP Coded post offices which are not listed in 125.327.

(2) *Sacks.* Sacks containing five-digit ZIP Code delivery unit packages must be labeled in the following manner:

```
PHILADELPHIA PA 19118
CIRCS
FR JC COMPANY BOSTON MA
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b. *Mixed City Packages and Sacks*

(1) *Packages.* Pieces remaining for a multi-ZIP Coded post office after the five-digit ZIP Code delivery unit packages required by 134.436a(1) have been prepared must be made up as a mixed-city package.

(2) *Sacks.* Sacks containing mixed city packages plus any packages for five-digit ZIP Code delivery units not sacked as provided for by 134.436a(2) must be labeled in the following manner:

```
PHILADELPHIA PA 191
CIRCS
FR JAY MAILING CO CINCINNATI OH
```

c. *Sectional Center Facility (SCF) Packages and Sacks*

(1) *Packages.* Pieces remaining for the post offices in a sectional center after the packages required by 134.436 a(1) and b(1) have been prepared must be combined into an SCF package.

(2) *Sacks.* Sacks containing SCF packages, plus any packages for five-digit ZIP Code delivery units and mixed city packages not sacked as provided for by 134.436 a(2) and b(2) must be labeled in the following manner:

```
SCF PHILADELPHIA PA 190
CIRCS
FR Q MAILERS BALTO MD
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d. *State Packages and Sacks*

(1) *Packages.* Pieces remaining for a State after the packages required by 134.436 a(1), b(1), and c(1) have been prepared must be combined in a State package.

(2) **Sacks.** Sacks containing State packages plus any packages for five-digit ZIP Code delivery units, mixed city packages, and SCF packages not sacked as provided for by 134.436 a(2), b(2) and c(2) must be labeled in the following manner:

DIS KANSAS CITY MO 640
MISSOURI CIRCS
FR STAR SAN FRANCISCO CA

e. *Mixed States Packages and Sacks*

(1) **Packages.** All pieces remaining after the packages required by 134.436 a(1), b(1), c(1), and d(1), have been prepared must be combined in a mixed-states package and a nonstandard label affixed.

(2) **Sacks.** Sacks containing mixed-states packages must be labeled in the following manner:

DIS CHICAGO IL 600
MIXED STATES CIRCS
FR RECORD CHICAGO IL

.44 MERCHANDISE SAMPLES

When an article given away for the purpose of advertising an article of merchandise which it represents, in whole or in part, is mailed at bulk third-class rates for general distribution on city delivery routes in a mailing piece which exceeds 5 inches in width (height) or ¼ inch in thickness or which has nonuniformity in thickness, the mailer must comply with the following preparation requirements:

a. *Address Cards*

(1) The address where the sample is to be delivered may not be placed on the sample, but must be placed on a separate address card which will be delivered with the sample.

(2) The recipient's address, the mailer's return address, and the wording, "This card was prepared for use in delivering the accompanying postage paid sample," must be placed on the address card. The brand name, color coding, or other identifying symbols must also be placed on the address card to clearly associate it with the accompanying sample.

(3) Any advertising or other printed addition on the card will require payment of separate third-class postage for the card.

(4) The address card shall measure approximately (plus or minus ¼") 3¼" by 7⅜" and be of a thickness not less than 0.006 of an inch.

(5) The address cards must be presorted, counted and packaged by 5-digit ZIP Code delivery area. Each package of address cards shall bear a labeling showing:

(a) The post office of delivery
(b) The 5-digit ZIP Code delivery area
(c) The brand name of the merchandise sample
(d) The number of cards in the package
(e) Instructions to open and distribute with matching samples.

b. *Samples*

The samples must be placed in outer cartons, labeled as follows:

(1) The post office of delivery
(2) The 5-digit ZIP Code delivery area
(3) The brand name of the merchandise sample
(4) The number of samples in the outer carton
(5) Instructions to open and distribute with matching cards.

c. *Postage*

The postage must be prepaid by one of the methods prescribed by 134.422 and shall be printed on or affixed to the address card or the sample container.

d. *Mailing Periods*

Avoid mailing during the following peak mailing periods:

(1) The last week of November and throughout the month of December.
(2) From the first to the fifth and from the twenty-sixth to the end of each month.

.45 SPECIAL SERVICES

The registry, insurance, special delivery, special handling, certified, and COD services may not be used for third-class matter mailed at bulk rates.

.46 CATALOGS AND BOOKS

Catalogs and books with covers such as *outserts, short covers* or similar bound sheets which do not fully cover (within .75 inch of each edge) the main body of the catalog or book, front and back, must be enclosed in a mailing wrapper such as a full sleeve or envelope.

134.5 QUALIFICATION REQUIREMENTS AND APPLICATION PROCEDURE FOR SPECIAL THIRD-CLASS RATES

.51 KINDS OF ORGANIZATIONS OR ASSOCIATIONS THAT MAY QUALIFY

Only the following organizations or associations not organized for profit, none of the net income of which benefits any private stockholder or individual, may be authorized to mail pieces at the special rates provided by 134.121 and 134.122:

a. Religious
b. Educational
c. Scientific
d. Philanthropic
e. Agricultural
f. Labor
g. Veterans'
h. Fraternal

.52 QUALIFICATION STANDARDS

.521 *Primary Purpose*

The standard of *primary purpose* in these definitions shall require that the organization be both organized for and operated for the primary purpose. Organizations which incidentally engage in qualifying activities only to accomplish other goals do not meet the primary purpose test.

.522 *Definitions*

a. *Religious*

A nonprofit organization whose primary purpose is one of the following:

(1) To conduct religious worship—for example, churches, synagogues, temples, or mosques;

(2) To support the religious activities of nonprofit organizations whose primary purpose is to conduct religious worship;

(3) To perform instruction in, to disseminate information about, or otherwise to further the teaching of particular religious faiths or tenets.

b. *Educational*

A nonprofit organization whose primary purpose is: (1) the instruction or training of the individual for the purpose of improving or developing his capabilities; or (2) the instruction of the public on subjects beneficial to the community. An organization may be educational even though it advocates a particular position or viewpoint so long as it presents a sufficiently full and fair exposition of the pertinent facts to permit an individual or the public to form an independent opinion or conclusion. On the other hand, an organization is not educational if its principal function is the mere presentation of unsupported opinion.

The following are examples of organizations which are educational:

(1) An organization, such as primary or secondary school, a college, or a professional or trade school, which has a regularly scheduled curriculum, a regular faculty, and a regularly enrolled body of students in attendance at a place where the educational activities are regularly carried on;

(2) An organization whose activities consist of presenting public discussion groups, forums, panels, lectures, or other similar programs. Such programs may be on radio or television;

(3) An organization which presents a course of instruction by means of correspondence or through the utilization of television or radio;

(4) Museums, zoos, planetariums, symphony orchestras, and other similar organizations.

c. *Scientific*

A nonprofit organization whose primary purpose is one of the following:

(1) To conduct research in the applied, pure or natural sciences;

(2) To disseminate systematized technical information dealing with applied, pure or natural sciences.

d. *Philanthropic (Charitable)*

A nonprofit organization organized and operated for purposes beneficial to the public. Examples of philanthropic (charitable) organizations are organizations which are organized for:

(1) Relief of the poor and distressed or of the underprivileged;

(2) Advancement of religion;

(3) Advancement of education or science;

(4) Erection or maintenance of public buildings, monuments, or works;

(5) Lessening of the burdens of Government;

(6) Promotion of social welfare by organizations designed to accomplish any of the above purposes or:

(a) to lessen neighborhood tensions;

(b) to eliminate prejudice and discrimination;

(c) to defend human and civil rights secured by law; or

(d) to combat community deterioration and juvenile delinquency.

The fact that an organization which is organized and operated for the relief of indigent persons may receive voluntary contributions from the persons intended to be relieved will not necessarily prevent such organization from being exempt as an organization organized and operated exclusively for charitable purposes. The fact that an organization, in carrying out its primary purpose, advocates social or civic changes or presents opinion on controversial issues with the intention of molding public opinion or creating public sentiment to an acceptance of its views does not preclude such organization from qualifying so long as it is not an *action* organization as described in 134.53 (a), (b), (c).

e. *Agricultural*

A nonprofit organization whose primary purpose is the betterment of the conditions of those engaged in agricultural pursuits, the improvement of the grade of their products, and the development of a higher degree of efficiency in agriculture. The organization may further and advance agricultural interests through educational activities; the holding of agricultural fairs; the collection and dissemination of information concerning cultivation of the soil and its fruits or the harvesting of marine resources; the rearing, feeding, and management of livestock, poultry, bees, etc., or other activities relating to agricultural interests. The term agricultural also includes any nonprofit organization whose primary purpose is the collection and dissemination of information or materials relating to agricultural pursuits.

f. *Labor*

A nonprofit organization whose primary purpose is the betterment of the conditions of workers. Labor organizations include, but are not limited to, organizations in which employees or workmen participate, whose primary purpose is to deal with employers concerning grievances, labor disputes, wages, hours of employment, working conditions, etc. Examples are labor unions and employees' associations formed for the stated purposes.

g. *Veterans'*

A nonprofit organization of veterans of the armed services of the United States, or an auxiliary unit or society of, or a trust or foundation for, any such post or organization.

h. *Fraternal*

A nonprofit organization which meets all of the following criteria:

(1) Has as its primary purpose the fostering of brotherhood and mutual benefits among its members;

(2) Is organized under a lodge or chapter system with a representative form of government;

(3) Follows a ritualistic format; and

(4) Is comprised of members who are elected to membership by vote of the members.

Fraternal organizations include such organizations as the Masons, Knights of Columbus, Elks, college fraternities, and the like. Fraternal organizations do not encompass such organizations as business leagues, professional associations, civic associations or social clubs.

.53 EXAMPLES OF ORGANIZATIONS OR ASSOCIATIONS THAT MAY NOT QUALIFY

The following and similar organizations do not come within the prescribed categories even though they may be organized on a nonprofit basis: Automobile clubs; business leagues; chambers of commerce; citizens' and civic im-

provement associations; individuals; mutual insurance associations; political organizations; service clubs such as Civitan, Kiwanis, Lions, Optimist, and Rotary; social and hobby clubs; associations of rural electric cooperatives; trade associations; and religious, educational, scientific, and philanthropic *action* organizations. In general, state, county, or municipal governments are not eligible for the special rates. However, a separate and distinct state, county, or municipal governmental organization that meets the criteria for any one of the specific categories in 134.522 is eligible, notwithstanding its governmental status. For example, school districts and public libraries may be eligible under 134.522b. Nevertheless, governmental organizations will generally not be eligible under 134.522d (philanthropic), since their income is generally not derived primarily from voluntary contributions or donations.

Religious, educational, scientific and philanthropic *action* organizations for purposes of this section are defined as follows:

(a) An organization is an *action* organization if a substantial part of its activities is attempting to influence legislation by propaganda or otherwise. For this purpose, an organization will be regarded as attempting to influence legislation if the organization—

(1) contacts, or urges the public to contact, members of a legislative body for the purpose of proposing, supporting, or opposing legislation; or

(2) advocates the adoption or rejection of legislation.

The term *legislation*, as used in this subdivision, includes action by the Congress, by any State legislature, by any local council or similar governing body, or by the public in a referendum, initiative, constitutional amendment, or similar procedure. An organization will not fail to meet the operational test merely because it advocates, as an insubstantial part of its activities, the adoption or rejection of legislation.

(b) An organization is an *action* organization if it participates or intervenes, directly or indirectly, in any political campaign on behalf of or in opposition to any candidate for public office. The term *candidate for public office* means an individual who offers himself or is proposed by others, as a contestant for an elective public office, whether such office be national, State, or local. Activities which constitute participation or intervention in a political campaign on behalf of or in opposition to a candidate include, but are not limited to, the publication or distribution of written or printed statements or the making of oral statements on behalf of or in opposition to such a candidate.

(c) An organization is an *action* organization if it has the following two characteristics: (1) its main or primary objective or objectives (as distinguished from its incidental or secondary objectives) may be attained only by legislation or a defeat of proposed legislation; and (2) it advocates, or campaigns for, the attainment of such main or primary objective or objectives as distinguished from engaging in nonpartisan analysis, study, or research and making the results thereof available to the public. In determining whether an organization has such characteristics, all the surrounding facts and circumstances, including the articles and all activities of the organization, are to be considered.

.54 APPLICATION

.541 *Filing*

Application on Form 3624, *Application to Mail at Special Bulk Third-Class Rates for Qualified Nonnprofit Organizations or Associations*, must be filed by the organization or association at the post office where mailings will be deposited. The application must include evidence that the organization is nonprofit, and, if available, a certificate of exemption from Federal income tax should accompany the application. An exemption from the payment of Federal income tax is not required in order to qualify for the special third-class bulk rates. Such exemption will be considered as evidence of qualification for preferred Postal rates but will not be controlling in the matter. When an organization submits proof that it has been granted income tax exemption under Title 26, United States Code, section 501(c)(3), as a religious, educational, scientific, or charitable (philanthropic) organization; under section 501(c)(5) as an agricultural or labor organization; under section 501(c)(8) as a fraternal organization; or under section 501(c)(19) as a veterans' organization, it will be considered as qualifying for the special third-class rates unless the available evidence discloses some disqualification.

.542 *Approval or Denial*

The application Form 3624 together with any supporting papers will be sent to the postal services center. (Pending a decision, bulk mailings subject to the minimum per piece charge may be handled in accordance with 134.55.) The postmaster at the postal services center will approve or deny the application. The application Form 3624 and any supporting papers will be returned with the decision to the postmaster where the application was filed for notification of the applicant.

.543 *Appeal*

The decision of the postmaster at the postal services center may be appealed by the applicant, in writing to the postmaster where the application was filed. The posmaster will forward the appeal to the postal services center. If, after a review of the file, the postmaster at the postal services center is still of the opinion that the organization does not qualify, he shall furnish a statement of the reasons for his denial action to the Rates & Classification Department, Domestic Mail Classification Division. The complete file, including the original application and all supporting papers, should be submitted. The papers will be returned to the postmaster at the postal services center with notification of decision on the appeal.

.55 TEMPORARY MAILINGS

Until final action is taken on the application, postage paid on the mailings may be at the special rates, provided the mailer deposits with the postmaster an amount sufficient to cover the additional postage at the higher rates. (See 134.121 and 134.122). This deposit will be returned to the mailer if the application is approved. If the application is denied, the deposit will not be returned. The deposit will be converted into postage-due stamps which will be canceled and given to the mailer if no appeal is made. If appeal is made, action concerning the deposit will be deferred.

.56 REVOCATION

The approval may be revoked if the authorization was given to an organization or association which was not qualified or which becomes unqualified. The postmaster who approved the application will notify the organization of the pending cancellation of the authorization and of the reasons for the cancellation. The organization will be allowed 10 days within which to file a written statement appealing the pending cancellation. If no appeal is filed, the postmaster will cancel the authorization. If an appeal is filed, decision on the continuance of the authorization will be made by the Rates & Classification Department, Domestic Mail Classification Division. Notice of the decision will be given the organization through the postmaster.

.57 WHAT MAY BE MAILED AT THE SPECIAL BULK THIRD-CLASS RATES FOR QUALIFIED NONPROFIT ORGANIZATIONS

An organization authorized to mail at the special bulk third-class rates for qualified nonprofit organizations may mail *only* its own matter at these rates. An organization may not delegate or lend the use of its permit to mail at special third-class rates to any other person, organization or association. Cooperative mailings may not be made at the special bulk third-class rates for qualified nonprofit organizations if one or more of the cooperating persons or organizations is not entitled itself to the special rates. Cooperative mailings involving the mailing of matter in behalf of or produced for an organization not authorized to mail at the special bulk third-class rates for qualified nonprofit organizations must be paid at the applicable regular rate. If customers disagree with a postmaster's decision that the regular rate of postage applies to a particular mailing, the procedures in 146.14 may be followed.

134.6 PERMISSIBLE ADDITIONS

The additions authorized for fourth-class mail in 135.52 are permissible with matter mailed at third-class rates of postage.

134.7 ENCLOSURES

.71 BOOKS AND CATALOGS MAILED AT BULK RATES PROVIDED BY 134.121

External attachments are not permitted. The covers of a catalog or book for postal purposes are the outermost bound sheets. Only the following specifically named items may be enclosed loose provided they relate exclusively to the book or catalog they accompany:

a. A single reply envelope or reply post card, or both.
b. A single order form.
c. A printed circular. Circulars fastened securely along the entire bound edge inside the book or catalog by paste, stitches, or staples are not loose enclosures.
d. If no circular is enclosed, a printed price list listing only articles featured in the catalog and showing only the same prices and discounts as the catalog.
e. An invoice. (See 135.522).
f. Samples of merchandise attached to pages.

.72 ALL OTHER THIRD-CLASS MATTER

The following are permissible enclosures:

a. An invoice (see 135.522).
b. Manuscripts accompanying related proof sheets (see 135.521f(2)).

134.8 SEALING

.81 EXAMINATION

Third-class mail must be prepared by the mailer so that it can be easily examined. Third-class mail which is not sealed or secured so that it may be handled by machines is not recommended. Mailing of sealed articles at the third-class rates of postage is considered consent by the mailer to postal inspection of the contents.

.82 MARKING

Each sealed piece mailed at the single piece third-class postage rate provided for by 134.11 must be legibly marked on the address side, preferably below the postage and above the name of the addressee, with the two words *Third Class*. The marking may be included as a part of a permit imprint, and it may be printed adjacent to the meter stamp by a postage meter. The marking will not be considered adequate if it is included as a part of a decorative design or advertisement. Only the markings required by 134.423 need be carried on sealed pieces mailed at the bulk third-class postage rates provided for by 134.12.

Part 135
FOURTH CLASS

135.1 RATES

.11 FOURTH-CLASS (PARCEL POST) ZONE RATES

.111 *Single Piece Zone Rates*

Weight-1 pound and not exceeding (pounds)	Zones							
	Local	1 and 2	3	4	5	6	7	8
2	$0.77	$0.90	$0.93	$1.04	$1.15	$1.28	$1.40	$1.48
3	.82	.97	1.02	1.15	1.29	1.46	1.62	1.74
4	.86	1.04	1.10	1.25	1.42	1.63	1.84	2.00
5	.91	1.11	1.19	1.36	1.56	1.81	2.06	2.26
6	.95	1.18	1.27	1.46	1.69	1.98	2.28	2.52
7	1.00	1.25	1.36	1.57	1.83	2.16	2.50	2.78
8	1.04	1.32	1.44	1.67	1.96	2.33	2.72	3.04
9	1.09	1.39	1.53	1.78	2.10	2.51	2.94	3.30
10	1.13	1.46	1.61	1.88	2.23	2.68	3.16	3.56
11	1.18	1.53	1.70	1.99	2.37	2.86	3.38	3.82
12	1.22	1.60	1.78	2.09	2.50	3.03	3.60	4.08
13	1.27	1.67	1.87	2.20	2.64	3.21	3.82	4.34
14	1.31	1.74	1.95	2.30	2.77	3.38	4.04	4.60
15	1.36	1.81	2.04	2.41	2.91	3.56	4.26	4.86
16	1.40	1.88	2.12	2.51	3.04	3.73	4.48	5.12
17	1.45	1.95	2.21	2.62	3.18	3.91	4.70	5.38
18	1.49	2.02	2.29	2.72	3.31	4.08	4.92	5.64
19	1.54	2.09	2.38	2.83	3.45	4.26	5.14	5.90
20	1.58	2.16	2.46	2.93	3.58	4.43	5.36	6.16
21	1.63	2.23	2.55	3.04	3.72	4.61	5.58	6.42
22	1.67	2.30	2.63	3.14	3.85	4.78	5.80	6.68
23	1.72	2.37	2.72	3.25	3.99	4.96	6.02	6.94
24	1.76	2.44	2.80	3.35	4.12	5.13	6.24	7.20
25	1.81	2.51	2.89	3.46	4.26	5.31	6.46	7.46
26	1.85	2.58	2.97	3.56	4.39	5.48	6.68	7.72
27	1.90	2.65	3.06	3.67	4.53	5.66	6.90	7.98
28	1.94	2.72	3.14	3.77	4.66	5.83	7.12	8.24
29	1.99	2.79	3.23	3.88	4.80	6.01	7.34	8.50
30	2.03	2.86	3.31	3.98	4.93	6.18	7.56	8.76
31	2.08	2.93	3.40	4.09	5.07	6.36	7.78	9.02
32	2.12	3.00	3.48	4.19	5.20	6.53	8.00	9.28
33	2.17	3.07	3.57	4.30	5.34	6.71	8.22	9.54
34	2.21	3.14	3.65	4.40	5.47	6.88	8.44	9.80
35	2.26	3.21	3.74	4.51	5.61	7.06	8.66	10.06
36	2.30	3.28	3.82	4.61	5.74	7.23	8.88	10.32
37	2.35	3.35	3.91	4.72	5.88	7.41	9.10	10.58
38	2.39	3.42	3.99	4.82	6.01	7.58	9.32	10.84
39	2.44	3.49	4.08	4.93	6.15	7.76	9.54	11.10
40	2.48	3.56	4.16	5.03	6.28	7.93	9.76	11.36
41	2.53	3.63	4.25	5.14	6.42	8.11	9.98	11.62
42	2.57	3.70	4.33	5.24	6.55	8.28	10.20	11.88
43	2.62	3.77	4.42	5.35	6.69	8.46	10.42	12.14
44	2.66	3.84	4.50	5.45	6.82	8.63	10.64	12.40
45	2.71	3.91	4.59	5.56	6.96	8.81	10.86	12.66
46	2.75	3.98	4.67	5.66	7.09	8.98	11.08	12.92
47	2.80	4.05	4.76	5.77	7.23	9.16	11.30	13.18
48	2.84	4.12	4.84	5.87	7.36	9.33	11.52	13.44
49	2.89	4.19	4.93	5.98	7.50	9.51	11.74	13.70
50	2.93	4.26	5.01	6.08	7.63	9.68	11.96	13.96
51	2.98	4.33	5.10	6.19	7.77	9.86	12.18	14.22
52	3.02	4.40	5.18	6.29	7.90	10.03	12.40	14.48
53	3.07	4.47	5.27	6.40	8.04	10.21	12.62	14.74
54	3.11	4.54	5.35	6.50	8.17	10.38	12.84	15.00
55	3.16	4.61	5.44	6.61	8.31	10.56	13.06	15.26

Weight-1 pound and not exceeding (pounds)	Zones							
	Local	1 and 2	3	4	5	6	7	8
56	3.20	4.68	5.52	6.71	8.44	10.73	13.28	15.52
57	3.25	4.75	5.61	6.82	8.58	10.91	13.50	15.78
58	3.29	4.82	5.69	6.92	8.71	11.08	13.72	16.04
59	3.34	4.89	5.78	7.03	8.85	11.26	13.94	16.30
60	3.38	4.96	5.86	7.13	8.98	11.43	14.16	16.56
61	3.43	5.03	5.95	7.24	9.12	11.61	14.38	16.82
62	3.47	5.10	6.03	7.34	9.25	11.78	14.60	17.08
63	3.52	5.17	6.12	7.45	9.39	11.96	14.82	17.34
64	3.56	5.24	6.20	7.55	9.52	12.13	15.04	17.60
65	3.61	5.31	6.29	7.66	9.66	12.31	15.26	17.86
66	3.65	5.38	6.37	7.76	9.79	12.48	15.48	18.12
67	3.70	5.45	6.46	7.87	9.93	12.66	15.70	18.38
68	3.74	5.52	6.54	7.97	10.06	12.83	15.92	18.64
69	3.79	5.59	6.63	8.08	10.20	13.01	16.14	18.90
70	3.83	5.66	6.71	8.18	10.33	13.18	16.36	19.16

EXCEPTIONS:

a. Parcels weighing less than 15 pounds, and measuring over 84 inches but not exceeding 100 inches in length and girth combined, are chargeable with a minimum rate equal to that for a 15 pound parcel for the zone to which addressed. See 135.3 for size and weight restrictions.

b. Gold mailed within Alaska or from Alaska to other States and U.S. possessions: 2 cents each ounce or fraction, regardless of distance.

.112 *Bulk Zone Rates (Parcel Post)*

a. Mailings of 300 or more pieces of identical weight may be mailed at bulk zone rates if separated by postal zones. Mailings of pieces of nonidentical weight may only be made at bulk zone rates when authorized by the Office of Mail Classification in accordance with 145.8 or 145.9.

b. The rate of postage to be paid on each piece of a bulk zone rate mailing shall be the single piece rate for that zone for an item equal to the average weight per piece for parcels going to that zone, rounded up to the next highest whole pound.

.12 BOUND PRINTED MATTER RATES

.121 *Single Piece Zone Rate*

Pieces weighing up to—(pounds)	Zones							
	Local	1 & 2	3	4	5	6	7	8
1.5	$0.52	$0.62	$0.64	$0.67	$0.70	$0.73	$0.78	$0.84
2	.53	.65	.67	.71	.75	.79	.85	.93
2.5	.55	.68	.70	.75	.81	.85	.92	1.02
3	.57	.71	.74	.79	.86	.93	1.01	1.11
3.5	.59	.74	.78	.84	.91	.99	1.09	1.20
4	.61	.77	.81	.88	.96	1.05	1.17	1.31
4.5	.62	.79	.84	.93	1.01	1.11	1.25	1.40
5	.64	.82	.87	.96	1.06	1.17	1.32	1.49
6	.65	.88	.94	1.05	1.16	1.31	1.47	1.67
7	.71	.94	1.00	1.12	1.26	1.44	1.63	1.85
8	.75	1.00	1.07	1.20	1.37	1.57	1.78	2.04
9	.79	1.06	1.14	1.29	1.47	1.69	1.94	2.23
10	.82	1.11	1.20	1.38	1.58	1.81	2.10	2.42

.122 *Bulk Rates for Bulk Mailings of Separately Addressed Identical Pieces in Quantities of Not Less Than 300 Mailed at One Time*

Zones	Piece rate	Bulk pound rate	Zones	Piece rate	Bulk pound rate
	(cents)	(cents)		(cents)	(cents)
Local	26	2.8	5	31	7.8
1 and 2	31	4.4	6	31	9.6
3	31	5.2	7	31	11.6
4	31	6.4	8	32	13.9

NOTE: The total charge for each bulk mailing shall be the sum of the charges derived by applying the applicable pound rate to the total number of pounds and by applying the applicable piece rate to the total number of pieces.

.13 SPECIAL FOURTH-CLASS RATE

.131 *Rates*

Kind of mail (Rate restricted to items specifically named)	Rate (without regard to zone)		
	First pound or fraction of a pound	Each additional pound or fraction through 7 pounds	Each additional pound or fraction over 7 pounds
Books; 16-millimeter or narrower width films and catalogs of such films (rate applies for films and catalogs except when mailed to or from commercial theaters); printed music, printed objective test materials, sound recordings playscripts and manuscripts for books, periodicals and music; printed educational reference charts permanently processed for preservation; looseleaf pages, and binders therefor, consisting of medical information for distribution to doctors, hospitals, medical schools, and medical students. (See 135.214)	25¢	10¢	8¢
Single piece rate, presort rates:			
Level A	[1] 23.9¢	10¢	8¢
Level B	[2] 24.2¢	10¢	8¢

[1] Mailings of 500 or more pieces properly prepared and presorted to five-digit destination ZIP Codes. (See .252a and b.)

[2] Mailings of 2,000 or more pieces properly prepared and presorted to five-digit and three-digit destination ZIP Codes. (See .252c)

.132 *Annual Fee*

A $30 fourth-class presort mailing fee must be paid once each calendar year at each office of mailing by or for any person who mails at the presorted special fourth-class rates.

.14 LIBRARY RATE

Kind of mail (Rate restricted to items specifically named mailed by or to organizations mentioned in 135.261	Rate (Without regard to zone)	
	First pound or fraction of a pound	Each additional pound or fraction
Books; printed music; bound volumes of academic theses; sound recordings; periodicals; other library materials; museum and herbarium materials; 16-millimeter or narrower width films, filmstrips, transparencies, slides, microfilms; scientific or mathematical kits, instruments, or other devices; also, catalogs, guides or scripts for some of these materials. See 135.261	9¢	4¢

.15 APPLICATION OF RATES

.151 The rates in 135.11 and 135.12 are applied on the basis of weight of the individual piece and the distance the mail is sent. To administer these rates, the earth is considered to be divided into units of area thirty minutes square, identical with a quarter of the area formed by the intersecting parallels of latitude and meridians of longitude. The distance between these units of area is the basis of the postal zones and shall be measured from the center of the unit of area containing the dispatching sectional center facility or multi-ZIP Coded post office not serviced by a sectional center facility. A post office of mailing and a post office of delivery shall have the same zone relationship as their respective sectional center facilities or multi-ZIP Coded post offices, but this shall not cause two post offices to be regarded as within the same local zone. The postal zones are defined as follows:

a. The local zone, the extent of which is defined by the Postal Service. This local rate currently applies to parcels mailed at any post office for local delivery at that office; at any city letter-carrier office or at any point within its delivery limits for delivery by carriers from that office; at any office from which a rural route starts for delivery on the same route; and on a rural route for delivery at the office from which the route starts or on any rural route starting from that office.
b. The first zone includes all territory within the quadrangle in conjunction with every contiguous quadrangle, representing an area having a mean radial distance of approximately fifty miles from the center of a given unit of area. The zone one rate applies to parcels mailed between two post offices in the same sectional center.
c. The second zone includes all units of area outside the first zone lying in whole or in part within a radius of approximately one hundred and fifty miles from the center of a given unit of area.
d. The third zone includes all units of area outside the second zone lying in whole or in part within a radius of approximately three hundred miles from the center of a given unit of area.
e. The fourth zone includes all units of area outside the third zone lying in whole or in part within a radius of approximately six hundred miles from the center of a given unit of area.
f. The fifth zone includes all units of area outside the fourth zone lying in whole or in part within a radius of approximately one thousand miles from the center of a given unit of area.
g. The sixth zone includes all units of area outside the fifth zone lying in whole or in part within a radius of approximately one thousand four hundred miles from the center of a given unit of area.
h. The seventh zone includes all units of area outside the sixth zone lying in whole or in part within a radius of approximately one thousand eight hundred miles from the center of a given unit of area.
i. The eighth zone includes all units of area outside the seventh zone.

.152 For articles mailed between Postal facilities, including armed forces post offices, wherever located, the rates according to zone apply, except that the rates of postage for mail transported between the United States, the Canal Zone, Puerto Rico, or the possessions or territories of the United States, including the Trust Territory of the Pacific Islands, on the one hand, and Army, Air Force and Fleet post offices on the other, or among the latter, shall be the applicable zone rates for mail between the place of mailing or delivery and the city of the postmaster serving the Army, Air Force or Fleet post office concerned.

.153 Gold coin, gold bullion, and gold dust, between any two points in Alaska, or between any point in Alaska and any point in the other States or U.S. possessions, are charged the rate in 135.111b. The gold must be enclosed in sealed packages not exceeding 50 pounds in weight and sent by registered mail.

.154 An official zone chart may be obtained free by request to the postmaster at the office of mailing. For ZIP Code numbers, consult the *National ZIP Code Directory*, Publication 65.

.155 The rates in 135.13 and 135.14 are computed on the basis of the weight of the piece regardless of the zone to which addressed.

.156 The single piece rates and conditions are applicable to forwarding and returning of parcels mailed at bulk rates.

135.2 CLASSIFICATION

.21 FOURTH-CLASS MAIL

Fourth-class mail consists of mailable matter:

a. Not mailed or required to be mailed as first-class mail;
b. Weighing sixteen ounces or more; and
c. Not entered as second-class mail (except as specifically provided for transient rate matter).

.22 FOURTH-CLASS BULK ZONE RATES

.221 The bulk fourth-class zone rates in 135.112 are applied to mailings of 300 or more pieces of fourth-class mail of identical weight. Parcels need not be of identical size or content. Parcels which weigh less than 15 pounds and measure over 84 inches in length and girth combined may not be mailed at these rates.

.222 Mailings of nonidentical pieces may only be made if the mailer has demonstrated that adequate records are maintained to verify and audit such mailings and if the procedure has been specifically authorized by the Director, Office of Mail Classification, in accordance with 145.8 or 145.9.

.223 *Separation.* The mailer must separate mailing pieces by parcel post zones so that postage may be verified. This requirement may be waived by the Postal Service if the mailer demonstrates to the satisfaction of the Postal Service that records are maintained to enable the Postal Service to accurately verify and audit mailings of fourth-class bulk rate parcels. The Director, Office of Mail Classification, must specifically approve systems for the acceptance of such mailings.

.224 *Special services.* The insurance, special delivery, special handling, and COD services may be used on mailings sent at bulk fourth-class zone rates. However, special services may not be used selectively for individual parcels mailed at these rates. Selective special services may be used in conjunction with postage payment verification systems approved under the conditions stated in 135.222.

.225 *Markings Required.* The words *Fourth-Class Bulk Rates* or *Fourth-Class Blk. Rt.* must be incorporated as part of the permit indicia or be printed or rubber stamped above the address and to the left or below the permit imprint.

.23 BOUND PRINTED MATTER

.231 *Description*

Only the following specifically described material may be mailed at the bound printed matter rates in 135.12. *Bound printed matter* is fourth-class matter that weighs one pound or more but less than 10 pounds and which:

a. Consists of advertising, promotional, directory or editorial material, or any combination of these.
b. Is securely bound by permanent fastenings such as staples, spiral binding, glue, stitching, etc. Loose leaf binders and similar fastenings are not considered permanent.
c. Consists of sheets of which at least 90 percent are imprinted with letters, characters, figures, or images, or any combination of these, by any process other than handwriting or typewriting.
d. Does not have the nature of personal correspondence.
e. Is not a book eligible for mailing as special fourth-class rate mail.
f. Is not a book which would be eligible for mailing as special fourth-class rate mail but for the inclusion of advertising matter other than incidental announcements of books that either (1) is not permanently bound in the book itself, or (2) does not form an integral part of the book itself.
g. Is not stationery, such as pads of blank printed forms.

.232 *Markings Required*

The words *Bounded Printed Matter* must be incorporated as part of the permit indicia or be printed or rubber stamped above the address to the left or below the permit indicia. Mailings under the bulk rates in 135.122 must also be marked *Bulk Rate* or *BLK RT.*

.233 *Separation Required for Bulk Mailings*

The mailer must separate mailing pieces by parcel post zones so that postage may be verified. Mail for each parcel post zone must be further separated and placed in sacks by cities or States of destination in each instance where there are 10 or more pieces for the same post office or State, or where 5 or more catalogs weigh 10 or more pounds. Use No.3 mail sacks except when greater volume requires the use of No. 2 mail sacks. When there is insufficient volume for a direct sack or a State sack, combine the pieces in sacks for mixed States by parcel post zones. Label each sack to include parcel post zone separation and destination. The total weight of pieces placed in one sack must not exceed 70 pounds.

.234 *Separations Recommended*

In addition to the separations required in 135.233, it is recommended that the mailer separate the pieces to the finest extent possible, in the manner prescribed by 134.43.

.235 *Optional Handling of Bulk Mailings of Bound Printed Matter Weighing in Excess of 2 Pounds When Addressed for Delivery in Local Parcel Post Zone Only*

At the option of the mailer, address labels and unaddressed pieces weighing in excess of 2 pounds may be mailed separately for local delivery at the office of mailing, subject to all of the following conditions:

a. The address labels, which may not measure less than 3 by 4 1/4 inches, must show the full name and ZIP Coded address of the sender and addressee and must be sorted by the mailer to the fourth and fifth digit of the ZIP Code.

b. Postage must be paid by permit imprints for each label, including labels returned as undeliverable. The imprint may be placed on the pieces or on the label. See 145.11.
c. The mailer must submit a completed Form 3605 with each mailing.
d. The total weight of pieces placed in sacks, cartons, crates, or any other types of containers must not exceed 70 pounds.
e. The address labels must be sent to the postmaster at the mailing (delivery) office by the mailer.
f. Address labels bearing incorrect, nonexistent or any other undeliverable addresses will be corrected or endorsed to show why they are undeliverable and returned under cover to the mailer. Each envelope shall be rated with postage due at the address correction rate for each address label contained in the envelope. At the request of the mailer, the postmaster will notify the mailer, at mailer's expense and by means specified by mailer, of the number of address labels being returned. The request for notification must accompany the labels. Correctly addressed labels will be held awaiting arrival of the pieces.
g. Pieces will be deposited at the acceptance point designated by the postmaster. If the number of pieces deposited is not enough or too many to match the number of address labels, the postmaster will notify the sender, or his designated representative or agent, of the number of pieces required to complete the delivery or the number in excess. If the additional pieces are not delivered to the post office within fifteen days, the excess address labels will be returned under cover to the mailer. As soon as deliveries are completed, the postmaster will notify the sender or his representative of the number of any excess pieces on hand. Excess pieces may be called for by the mailer without charge. Any excess pieces not called for within fifteen days will be returned to sender postage due at the single piece bound printed matter rate.

.24 SPECIAL FOURTH-CLASS MAIL

Only the following specifically described articles may be mailed at the special fourth-class rate provided by 135.13:

a. Books, including books issued to supplement other books, of 24 pages or more, at least 22 of which are printed, consisting wholly of reading matter or scholarly bibliography or reading matter with incidental blank spaces for notations and containing no advertising matter other than incidental announcements of books. Advertising includes paid advertising and publishers' own advertising. Advertising may be in display, classified, or editorial style. The identification statement *Special Fourth-Class Rate—Books* must be placed conspicuously on the address side of each package.
b. 16-millimeter films or narrower width films which must be positive prints in final form for viewing, and catalogs of such films of 24 pages or more, at least 22 of which are printed, except films and film catalogs sent to or from commercial theaters. The identification statement *Special Fourth-Class Rate—16 mm or narrower Films or 16 mm or narrower Film Catalog* must be placed conspicuously on the address side of each package.
c. Printed music whether in bound form or in sheet form. The identification statement *Special Fourth-Class Rate—Printed Music* must be placed conspicuously on the address side of each package.
d. Printed objective test materials and accessories thereto used by or in behalf of educational institutions for testing ability, aptitude, achievement, interests, and other mental and personal qualities with or without answers, test scores, or identifying information recorded thereon in writing or by mark. The identification statement *Special Fourth-Class Rate—Objective Test Materials* must be placed conspicuously on the address side of each package.

e. Sound recordings, including incidental announcements of recordings and guides or scripts prepared solely for use with such recordings. Player piano rolls are classified as sound recordings. Miscellaneous advertisements, including trademarks, of persons or concerns other than the record manufacturer, are not permissible on title labels, protective sleeves, jackets, cartons, and wrappers, and such advertisements may not be mailed as enclosures. The identification statement *Special Fourth-Class Rate—Sound Recordings* must be placed conspicuously on the address side of each package.

f. Playscripts and manuscripts for books, periodicals, and music. The identification statement *Special Fourth-Class Rate—Manuscript* must be placed conspicuously on the address side of each package.

g. Printed educational reference charts, permanently processed for preservation. The identification statement *Special Fourth-Class Rate—Educational Reference Charts* must be placed conspicuously on the address side of each package.

h. Looseleaf pages, and binders therefor, consisting of medical information for distribution to doctors, hospitals, medical schools, and medical students. The identification statement *Special Fourth-Class Rate—Medical Information* must be placed conspicuously on the address side of each package.

NOTE: When two or more articles described in this section are mailed in the same package, the appropriate descriptive terms shall be combined in the identification statement placed on the address side. Example: *Special Fourth-Class Rate—Books and Sound Recordings.*

.25 SPECIAL FOURTH-CLASS PRESORT RATES

.251 *Applicability*

The presort rates apply to special fourth-class rate matter presorted by ZIP Codes, and mailed in minimum quantities (see .252), at a place designated by the postmaster.

.252 *Minimum Quantities*

a. To qualify as a presorted piece subject to the special fourth-class presort level A rate, a piece must be one of a mailing of at least 500 *identical* pieces receiving identical service and properly prepared and presented in full sacks (see 135.252e) destined for five-digit ZIP Code locations.

b. Mailings of at least 500 *identical* outsides as described in 334.6 may qualify for the presort level A if they are made up to preserve the five-digit ZIP Code presort as prescribed by the postmaster. The postmaster may require notification up to 24 hours before the mailing is ready for presentation. The mailer must comply with the postmaster's instructions on how to separate and present mailings of outsides. The postmaster will coordinate such mailings and obtain procedures for separation of parcels through the regional logistics office.

c. To qualify as a presorted piece subject to the special fourth-class presort level B rate, a piece must be one of a mailing of at least 2,000 identical sackable pieces receiving identical service and properly prepared and presented:
   (1) In full sacks or substantially full sacks, [see e(2) below] destined to five-digit ZIP Code locations. Mail must be separated and sacked to five-digit destinations in this manner to the maximum extent possible. [See e(1) below.]
   (2) The remainder in full sacks destined to three-digit locations. All material in such sacks must be addressed to the same three-digit destinations.

d. A mailing will receive only one level of presort rate, under 135.252a, 135.252b, or 135.252c. A customer may, however, elect to send a product as two or more mailings with separate mailing statements in order to avail himself of the two levels of presort rates.

e. For purposes of the bulk special fourth-class rate schedule the following definitions shall apply:
   (1) Full sack shall mean at least eight pieces, or pieces sufficient in volume to fill at least one-third of a standard No. 2 postal sack, or pieces sufficient in weight to equal at least 20 pounds; but not to exceed 70 pounds.
   (2) Substantially full sack shall mean a postal sack containing at least four pieces, or either at least 20 or more pounds or pieces sufficient in volume to fill one-third of a standard No. 2 postal sack, but not to exceed 70 pounds.
   (3) To qualify as identical pieces subject to this rate schedule, all pieces must be identical in weight. However, the size and content of each piece need not be identical.

.253 *Nonqualifying Pieces*

Pieces which are not sacked to five-digit or three-digit destinations as set forth in 135.251 are not considered presorted for purposes of this rate schedule. Pieces which are sacked to three- or five-digit destinations but, when sacked, do not meet the *full* or *substantially full* sack criteria do not qualify for the presort rate and must be presented for mailing under a separate mailing statement if mailed under permit imprint.

.254 *Nonidentical Pieces*

Nonidentical pieces, including those of different postage values, may be merged, presorted together, and presented as a single mailing only when it has been demonstrated by the mailer that records are maintained to enable the Postal Service to accurately verify and audit mailings of such matter and the procedure has been specifically authorized by the Director, Office of Mail Classification, in accordance with 145.8 or 145.9.

.255 *Markings Required*

The appropriate identification statement prescribed by 135.24 must appear on the address side of each piece, preceded by the word PRESORTED.

.256 *Sack Labeling Requirements*

Sacks must be labeled according to the following examples:

a. Five-Digit Destination

```
CLEVELAND OH 44101
5-DIGIT PRESORTED PP
FR J COMPANY BOSTON MA
```

b. City With Unique 3-digit ZIP Code

```
CLEVELAND OH 441
MACHINE PRESORTED PP
FR J COMPANY BOSTON MA
```

or

```
CLEVELAND OH 441
NONMACHINE PRESORTED SPR
FR J COMPANY BOSTON MA
```

c. Sectional Center

```
SCF CLEVELAND OH 440
MACHINE PRESORTED PP
FR J COMPANY BOSTON MA
```

or

```
CLEVELAND OH 440
NONMACHINE PRESORTED SPR
FR J COMPANY BOSTON MA
```

.257 *Container or Pallet Labeling Requirements*

a. Five-Digit Destination

CLEVELAND OH 44101
5-DIGIT PRESORTED PP
FR J COMPANY, BOSTON MA

b. City With Unique 3-digit ZIP Code

CLEVELAND OH 441
MACHINE PRESORTED PP
FR J COMPANY BOSTON MA

or

CLEVELAND OH 441
NONMACHINE PRESORTED PP
FR J COMPANY BOSTON MA

c. Sectional Center

CLEVELAND OH 441
MACHINE PRESORTED PP
FR J COMPANY BOSTON MA

or

CLEVELAND OH 441
NONMACHINE PRESORTED PP
FR J COMPANY BOSTON MA

.258 Bulk Mail Center Machinability Criteria for Special Fourth-Class Matter

a. The parcel sorter-machinability criteria are:
(1) Weight: At least 1 pound but not over 25 pounds
(2) Length: At least 6 inches but not over 34 inches
(3) Height: At least 3/8 inches but not over 17 inches
(4) Width: At least 3* inches but not over 17 inches
*A width of 4 inches is required for parcels less than 9 inches long.

b. Mailing pieces that fall below the minimum dimensions specified in a. are considered SPR's.

c. Those exceeding the maximum dimensions or irregular in shape are considered non-machineable parcels.

d. Mailers who are not sure of the size classification of their pieces are advised to consult with their local postmaster.

.259 *Presort Verification*

For each 50 sacks or fraction thereof in a mailing, accepting post offices shall verify the presort as follows:

a. Select two sacks of 5-digit makeup and verify that no pieces are included bearing other than the 5-digit ZIP Code shown on the sack label. If a discrepancy of more than one piece is found, the mailing is disqualified.

b. For mailings that include sacks of mail presorted to 3-digit ZIP Code destination, select three sacks and verify that all pieces in a sack bear ZIP Codes having the same first three digits of ZIP Code as that shown on the sack label and that no identical 5-digit ZIP Codes are contained in quantities sufficient to make up a full or a substantially full sack, as appropriate for the presort rate level, for mail addressed to the same 5-digit ZIP Code destination. If it is found that one 5-digit sack could have been made up separately from the pieces in a 3-digit sack, the mailing is disqualified. If more than two pieces are found in any sack made up to the same 3-digit ZIP Code destination that bear a different first three digits of ZIP Code, the mail is disqualified.

c. If a mailing is disqualified, the next mailing by the customer at presort rates should have twice the number of sacks verified as specified in a. and b., and such intensified verification shall be extended to one-fifth of the customer's mailings during the following six-month period.

.26 FOURTH-CLASS LIBRARY RATE

Only the articles specifically described in this section may be mailed at the fourth-class library rate provided by 135.14. The identification statement *Library Rate* must be placed conspicuously on the address side of each package. Each package must show in the address or return address the name of a school, college, university, public library, or name of a nonprofit religious, educational, scientific, philanthropic, agricultural, labor, veterans, or fraternal organization or association. No permit is required.

a. The following specific items when loaned or exchanged between schools, colleges, or universities and public libraries, museums and herbaria, nonprofit religious, educational, scientific, philanthropic, agricultural, labor, veterans, or fraternal organizations or associations; or when cooperatively processed by libraries; or loaned or exchanged between libraries, organizations, or associations, and their members, readers, or borrowers, may be mailed at the library rate:
(1) Books, consisting wholly of reading matter, scholarly bibliography, or reading matter with incidental blank spaces for notations and containing no advertising other than incidental announcements of books.
(2) Printed music, whether in bound form or in sheet form.
(3) Bound volumes of academic theses in typewritten or duplicated form.
(4) Periodicals, whether bound or unbound.
(5) Sound recordings. [See also 135.26b(2).]
(6) Other library materials in printed, duplicated, or photographic form or in the form of unpublished manuscripts.
(7) Museum materials, specimens, collections, teaching aids, printed matter, and interpretative materials intended to inform and to further the educational work and interests of museums and herbaria.

b. The following specific items when sent to or from schools, colleges, universities, public libraries, museums and herbaria and to or from nonprofit religious, educational, scientific, philanthropic, agricultural, labor, veterans, or fraternal organizations or associations, may be mailed at the library rate:
(1) 16-millimeter or narrower width films; filmstrips; transparencies; slides; microfilms; all of which must be positive prints in final form for viewing.
(2) Sound recordings.
(3) Museum materials, specimens, collections, teaching aids, printed matter, and interpretative materials intended to inform and to further the educational work and interests of museums and herbaria.
(4) Scientific or mathematical kits, instruments, or other devices.
(5) Catalogs of the materials in 135.26b(1) - (4) and guides or scripts prepared solely for use with such materials.
(6) Books, including books to supplement other books, consisting wholly of reading matter or scholarly bibliography or reading matter with incidental blank spaces for notations, and containing no advertising matter other than incidental announcements of books, when mailed from a publisher or a distributor to a school, college, university, or library, may be mailed at the library rate.

c. When 5,000 or more identical pieces are mailed at the rates in 135.14 during a single day and there are enough pieces for the same destination to fill approximately one-third of a sack, they must be presorted and placed in sacks under the instructions contained in 134.432, and 134.436a(2), b(2), c(2), d(2), and e(2). When 1,000 or more but less than 5,000 identical pieces are mailed at these rates during a single day and there are enough pieces for the same destination to fill approximately one-third of a sack, they must be presorted and placed in sacks under the instructions in 134.432, and 134.436b(2), c(2), d(2), and e(2).

135.3 WEIGHT AND SIZE LIMITS

.31 LIMITS

.311

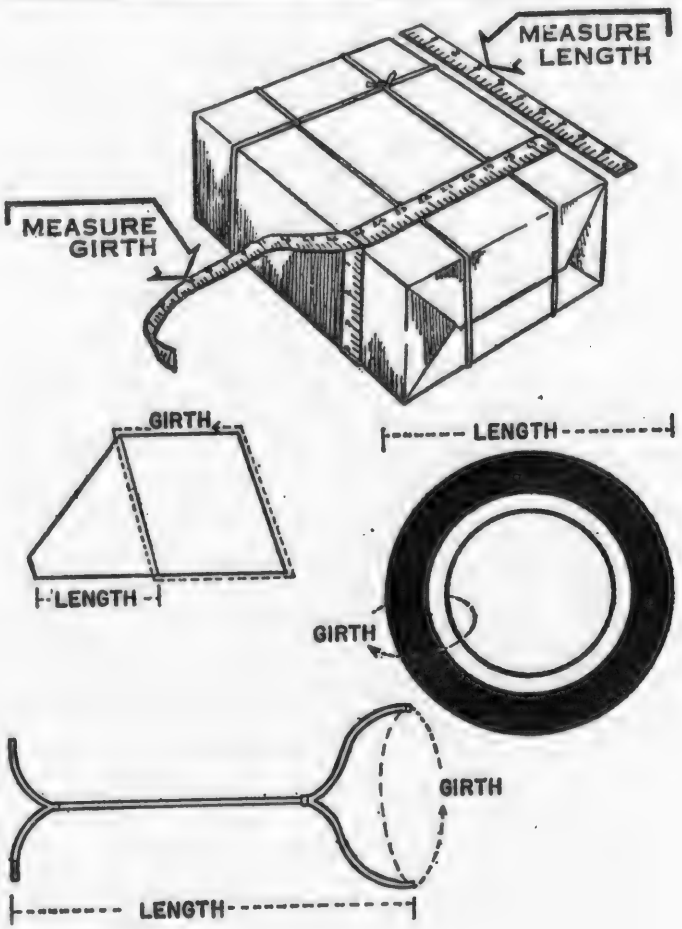
The following size and weight limitations apply to all fourth-class parcels. Additional limitations for bulk zone rate and bound printed matter are contained in 135.22 and 135.23.

	16 ounces or more but not exceeding—	Length and girth must not exceed—
.312 Parcels Mailed Between Post Offices With 950 or More Revenue Units Parcels mailed at these post offices in the 48 contiguous States of the United States addressed for delivery at the same office or to another such post office in the 48 contiguous States. (See exceptions in 135.312.)	40 pounds...	84 inches.
.313 All Other Parcels Parcels mailed at or to:		
a. Any post office with 949 or less revenue units	70 pounds...	100 inches.
b. Any rural or star route at any post office	....do.....	do.
c. Any Army, Air Force or Fleet post office. (See Part 126 for certain exceptions.)	....do.....	do.
d. Any post office in Alaska or Hawaii	....do.....	do.
e. Any post office in the Commonwealth of Puerto Rico	....do.....	do.
f. Any post office in a Territory or Possession of the United States, including the Canal Zone and Trust Territory of the Pacific Islands. (See Part 112.)	....do.....	do.
g. Any post office when contents of parcel consists of baby poultry, nursery stock, agricultural commodities, books, Braille writers and other appliances for the blind, and other items listed in 135.13 and 135.14. (The term *agricultural commodities* includes any product grown or produced incident to an agricultural activity on a farm or in a garden, orchard, nursery, or forest, but does not include articles manufactured or processed from these commodities.)	....do.....	do.
h. Any post office, for official mail of Federal agencies mailed under the Postage and Fees Paid indicia or as prepaid Government mail (see 137.1 for franked mail).	....do.....	do.

.32 HOW TO COMPUTE THE SIZE OF A PARCEL

a. Measure the longest side.
b. Measure distance around the parcel at its thickest part.
c. Add both measurements.

Two or more packages may be mailed as a single parcel if they are about the same size or shape or if they are parts of one article. They must be securely wrapped or fastened together and must not, together, exceed the weight or size limit.



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135.4 PAYMENT OF POSTAGE

.41 SINGLE PIECE RATE MAILINGS

Mailers of articles at single piece rates may use any method of paying postage.

.42 BULK RATE MAILINGS

Mailers of fourth-class matter at bulk rates must pay postage by permit imprint and shall complete and submit with each mailing a Form 3602, or Form 3605, as appropriate.

135.5 ENCLOSURES AND ADDITIONS

.51 REQUIRED

.511 *Return Adress*

The return address of the sender must be shown on all fourth-class mail. See 135.26 concerning packages mailed at the library rate.

.512 *Special Marking*

See 122.6, 135.225, 135.232, 135.255, and 139 for special markings required.

.513 *Customs Declarations*

See 124.155 and 126.2 concerning need for customs declaration forms for packages addressed to the Canal Zone and to certain military post offices overseas.

.52 PARCEL POST

.521 The following written additions may be placed on the wrapper, on a tag or label attached to the outside of the parcel (see 124.22 for space requirements), or inside the parcel, either attached to an article or loose:

a. Marks, numbers, name, or letters descriptive of contents.
b. *Please Do Not Open Until Christmas, Merry Christmas, Mom and Dad, Happy Birthday, Mother, With Best Wishes, John Doe,* and similar inscriptions.
c. Instructions and directions for the use of an article in the package. Example: Directions for use of prescription medicine.
d. Manuscript dedication or inscription not in the nature of personal correspondence.
e. Marks to call attention to any word or passage in text.
f. Corrections of typographical errors in—
   (1) Circulars or printed matter. Handwritten or typewritten changes or additions in the body of a circular are limited to corrections of actual typographical errors.
   (2) Proof sheets. Corrections in proof sheets include corrections of typographical and other errors, alterations of text, insertion of new text, marginal instructions to the printer, and rewrites of parts if necessary for correction. Corrections should be on margins or attached to the manuscript. Do not enclose manuscript of another article.
g. Handstamped imprints, except when the added matter is in itself personal or converts the original matter to a personal communication.
h. Any printed matter mailable as third class.
i. Enclosures or attachments for which postage is paid at the first-class rate is in accordance with Part 139.

.522 An invoice whether or not also serving as a bill relating solely to the matter with which it is enclosed, may be enclosed or placed in an envelope (marked *Invoice Enclosed*) attached to the outside, showing any or all of the following:

a. Names and addresses of sender and addressee.
b. Names and quantities of articles enclosed.
c. Description of articles enclosed, including price, tax, style, stock number, size, and quality; and if defective, nature of defect.
d. Order or file number, date of order, date and manner of shipment, shipping weight, and postage paid.
e. Initials or name of packer or checker.

.53 BOUND PRINTED MATTER

Only the following may be enclosed loose or attached in items mailed at the postage rates shown in 135.121 and 135.123:

a. Order forms; reply envelopes and cards, circulars, and miscellaneous types of printed advertising sheets.
b. An invoice as provided for by 135.522.

Samples of merchandise may be attached to the bound pages and to the loose enclosures.

.54 SPECIAL FOURTH-CLASS AND LIBRARY RATE

.541 *Books*

The following items only are permissible enclosures with books mailed at the postage rates shown in 135.13 and 135.14:

a. An invoice. (See 135.522.)
b. Either one envelope or one addressed post card. (If also serving as an order form, the envelope or card may be in addition to the order form listed in c.
c. One order form. (If also serving as an envelope or post card, the order form may be in addition to the envelope or card listed above.)
d. Announcements of books, appearing in book pages or as loose enclosures. These announcements of books must be incidental, and must be exclusively devoted to books. They may not contain extraneous advertising of book related materials or services, except that announcements may fully describe the conditions and methods of ordering books, such as through membership in book clubs, and may contain ordering instructions for use with the single order form permitted above.

.542 *Sound Recordings*

The following items only are permissible enclosures with sound recordings mailed at the postage rates shown in section 135.13 and 135.14:

a. An invoice. (See 135.522.)
b. Either one envelope or one addressed post card. (If also serving as an order form, the envelope or card may be in addition to the order form listed in c.
c. One order form. (If also serving as an envelope or post card, the order form may be in addition to the envelope or card listed above.)
d. Guides or scripts prepared solely for use with such recordings.
e. Announcements of sound recordings appearing on title labels, on protective sleeves, on the carton or wrapper, or on loose enclosures. These announcements of sound recordings must be incidental, and must be exclusively devoted to sound recordings. They may not contain extraneous advertising of sound-recording related materials or services, except that announcements may fully describe the conditions and methods of ordering sound recordings, such as through membership in sound recording clubs, and may contain ordering instructions for use with the single order form permitted in 135.542c.

.643 *All Other Items Listed in 135.214 and 135.215*

Enclosures are not permitted except as provided in 135.522, and 139.3.

135.6 SEALING

Fourth-class mail must be wrapped or packaged so that it can be easily examined. Mailing of sealed parcels at the fourth-class rates of postage is considered consent by the sender to postal inspection of the contents. To assure that their parcels will not be opened for postal inspection, customers should, in addition to paying the first-class rate of postage, plainly mark their parcels *First Class* or with similar endorsements.

135.7 ADDRESSING

The address of all fourth-class matter mailed at bound printed matter, bulk parcel post, library, and special rate fourth-class rates must contain a complete ZIP Code.

135.8 PLACE OF MAILING

.81 Articles mailed at single piece fourth-class rates may be mailed at a post office, branch, or station, or handed to a rural or star route carrier.

.82 Mailing at bulk or presort rates must be made at a station or branch specified by the postmaster.

.83 Parcels exceeding the limits of size and weight for articles mailed at post offices with 950 or more revenue units that originate in and are prepared in cities or towns served by such post offices may not be diverted to other post offices or to a rural or star route carrier for mailing.

Part 136
AIR AND PRIORITY MAIL

136.1 RATES

.11 AIRMAIL

Weight	Kind of mail	Rate
10 ounces or less	Air postal or post cards	14¢ each.
	Letters and packages	17¢ for the first ounce or fraction; 15¢ for each additional ounce or fraction.
	Business reply: Air cards	19¢ each.
	Airmail other than cards: Weight not over 2 ounces	17¢ for first ounce or fraction, plus 15¢ for second ounce or fraction, plus 5¢ per piece.
	Weight over 2 ounces	The appropriate air mail rate, plus 8¢ per piece. Over 10 ounces priority rates plus 8¢ per piece.
	Business reply: When the advance deposit account option is not used	The appropriate airmail postage, plus a surcharge of 12¢ per piece.
	When the advance deposit account option is used	The appropriate airmail postage, plus a surcharge of 3.5¢ per piece.

.12 PRIORITY MAIL (HEAVY PIECES)

Weight over 10 ounces and not exceeding—pound(s)	Rate					
	Local zones 1, 2, and 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8
1	$1.56	$1.58	$1.60	$1.62	$1.64	$1.67
1.5	1.73	1.77	1.84	1.90	1.97	2.07
2.0	1.89	1.96	2.07	2.18	2.29	2.46
2.5	2.05	2.15	2.29	2.43	2.60	2.78
3.0	2.21	2.33	2.50	2.68	2.88	3.09
3.5	2.37	2.51	2.70	2.91	3.15	3.38
4.0	2.53	2.69	2.90	3.14	3.41	3.67
4.5	2.68	2.86	3.09	3.35	3.65	3.94
5.0	2.83	3.03	3.27	3.56	3.88	4.20
6	3.13	3.37	3.64	3.98	4.35	4.72
7	3.43	3.71	4.01	4.40	4.82	5.24
8	3.73	4.05	4.38	4.82	5.29	5.76
9	4.03	4.39	4.75	5.24	5.76	6.28
10	4.33	4.73	5.12	5.66	6.23	6.80
11	4.63	5.07	5.49	6.08	6.70	7.32
12	4.93	5.41	5.86	6.50	7.17	7.84
13	5.23	5.75	6.23	6.92	7.64	8.36
14	5.53	6.09	6.60	7.34	8.11	8.88
15	5.83	6.43	6.97	7.76	8.58	9.40
16	6.13	6.77	7.34	8.18	9.05	9.92
17	6.43	7.11	7.71	8.60	9.52	10.44
18	6.73	7.45	8.08	9.02	9.99	10.96
19	7.03	7.79	8.45	9.44	10.46	11.48
20	7.33	8.13	8.82	9.86	10.93	12.00
21	7.63	8.47	9.19	10.28	11.40	12.52
22	7.93	8.81	9.56	10.70	11.87	13.04
23	8.23	9.15	9.93	11.12	12.34	13.56
24	8.53	9.49	10.30	11.54	12.81	14.08
25	8.83	9.83	10.67	11.96	13.28	14.60
26	$9.13	$10.17	$11.04	$12.38	$13.75	$15.12
27	9.43	10.51	11.41	12.80	14.22	15.64
28	9.73	10.85	11.78	13.22	14.69	16.16
29	10.03	11.19	12.15	13.64	15.16	16.68
30	10.33	11.53	12.52	14.06	15.63	17.20
31	10.63	11.87	12.89	14.48	16.10	17.72
32	10.93	12.21	13.26	14.90	16.57	18.24
33	11.23	12.55	13.63	15.32	17.04	18.76
34	11.53	12.89	14.00	15.74	17.51	19.28
35	11.83	13.23	14.37	16.16	17.98	19.80
36	12.13	13.57	14.74	16.58	18.45	20.32
37	12.43	13.91	15.11	17.00	18.92	20.84
38	12.73	14.25	15.48	17.42	19.39	21.36
39	13.03	14.59	15.85	17.84	19.86	21.88
40	13.33	14.93	16.22	18.26	20.33	22.40
41	13.63	15.27	16.59	18.68	20.80	22.92
42	13.93	15.61	16.96	19.10	21.27	23.44
43	14.23	15.95	17.33	19.52	21.74	23.96
44	14.53	16.29	17.70	19.94	22.21	24.48
45	14.83	16.63	18.07	20.36	22.68	25.00
46	15.13	16.97	18.44	20.78	23.15	25.52
47	15.43	17.31	18.81	21.20	23.62	26.04
48	15.73	17.65	19.18	21.62	24.09	26.56
49	16.03	17.99	19.55	22.04	24.56	27.08
50	16.33	18.33	19.92	22.46	25.03	27.60
51	16.63	18.67	20.29	22.88	25.50	28.12
52	16.93	19.01	20.66	23.30	25.97	28.64
53	17.23	19.35	21.03	23.72	26.44	29.16
54	17.53	19.69	21.40	24.14	26.91	29.68
55	17.83	20.03	21.77	24.56	27.38	30.20

.12 PRIORITY MAIL (HEAVY PIECES) Cont'd

Weight over 10 ounces and not exceeding—pound(s)	Rate					
	Local zones 1, 2, and 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8
56	18.13	20.37	22.14	24.98	27.85	30.72
57	18.43	20.71	22.51	25.40	28.32	31.24
58	18.73	21.05	22.88	25.82	28.79	31.76
59	19.03	21.39	23.25	26.24	29.26	32.28
60	19.33	21.73	23.62	26.66	29.73	32.80
61	19.63	22.07	23.99	27.08	30.20	33.32
62	19.93	22.41	24.36	27.50	30.67	33.84
63	20.23	22.75	24.73	27.92	31.14	34.36
64	20.53	23.09	25.10	28.34	31.61	34.88
65	20.83	23.43	25.47	28.76	32.08	35.40
66	21.13	23.77	25.84	29.18	32.55	35.92
67	21.43	24.11	26.21	29.60	33.02	36.44
68	21.73	24.45	26.58	30.02	33.49	36.96
69	22.03	24.79	26.95	30.44	33.96	37.48
70	22.33	25.13	27.32	30.86	34.43	38.00

EXCEPTION: Parcels weighing less than 15 pounds, measuring over 84 inches but not exceeding 100 inches in length and girth combined, are chargeable with a minimum rate equal to that for a 15-pound parcel for the zone to which addressed.

.13 BULK PRESORT RATE

The bulk presort rate is equal to the single piece airmail rate less 1 cent for each piece that is part of a group of 10 or more pieces sorted to the same five-digit ZIP Code, or of a group of 50 or more pieces for the same three-digit ZIP Code when they are presented at one post office as part of a single mailing of not less than 500 pieces of airmail of identical size and weight. The provisions of 131.12, 131.4, 131.5, 131.6 are applicable to such mailings.

136.2 CLASSIFICATION

.21 DESCRIPTION

Airmail is mail carried by air and by the fastest connecting surface carriers, and given the most expeditious handling in dispatch and delivery. Airmail is not given special delivery to the addressee unless a special delivery fee is paid in addition to the airmail postage.

.22 ACCEPTABLE ARTICLES, EXCEPTIONS

.221 Generally, matter acceptable in domestic surface mail may be sent by airmail except:

a. Anything susceptible to damage or which may become harmful because of changes in temperature or atmospheric pressures unless protected against the effects of such changes;
b. Magnetic material having a field strength sufficient to cause a compass deviation at a distance of 15 feet (4.6 meters) or more from any point on the package;
c. Flammable liquids and solids;
d. Radioactive matter;
e. Matter specifically excluded from air shipment by the regulations of the Department of Transportation, 49 CFR, Parts 100-189; Federal Aviation Agency, 14 CFR, Part 103; or the applicable restricted articles tariffs of the air carriers.

.222 Certain restricted articles as described in 49 CFR, Parts 100-189; 14 CFR, Part 103; and the restricted articles tariffs of the air carriers may be accepted for air transportation if they are properly packaged. Such articles must be labeled and bear a shipper's certification in triplicate as required by 14 CFR, Part 103, Federal Aviation Regulations, or must be marked in the manner prescribed by the air transport restricted articles tariff, e.g., *ORA Group A—DRY ICE.*

.223 Mailers are reminded that first-class mail is now regularly carried by air. Therefore, all merchandise sent by first-class mail is governed by these regulations.

.23 APPLICATION OF RATES

.231 Postage is charged on airmail (except postal and post cards) according to weight at the rates in 136.1 regardless of the class of mail.

.232 Air post cards must conform to the size and conditions prescribed for post cards. (See 131.222.)

.233 Each portion of a double air post card must be prepaid at the air card rate when originally mailed, except when the reply portion is prepared as a business reply air card. See 131.23 for information regarding business reply mail.

.234 Priority mail articles addressed to military post offices overseas (Army, Air Force, and Fleet post offices, and Naval vessels) require postage at the priority mail zone rate applicable between the mailing post office and the post office shown in the address.

.235 The eighth zone priority mail rates apply to articles mailed between:

(1) its Possessions,
(2) the Canal Zone, and
(3) the islands of the Trust Territory of the Pacific;

b. The Possessions of the United States and
(1) the Canal Zone, and
(2) the islands of the Trust Territory of the Pacific; and

c. The Commonwealth of Puerto Rico and
(1) the Possessions of the United States,
(2) the Canal Zone, and
(3) the islands of the Trust Territory of the Pacific.

.236 The priority mail rates according to zone apply to articles mailed between:

a. The United States and
(1) the Commonwealth of Puerto Rico, and
(2) the Virgin Islands, and

b. Between the Commonwealth of Puerto Rico and the Virgin Islands.

136.3 WEIGHT AND SIZE LIMITS

.31 WEIGHT

Priority mail may weigh up to 70 pounds. See part 126 for the exception to this limit for articles addressed to certain APO's and FPO's.

.32 SIZE

Priority mail is limited to 100 inches in combined length and girth. See part 126 for the exception to this limit for articles addressed to certain APO's and FPO's, and 135.32 for instructions on how to measure parcels.

.33 NONSTANDARD AIRMAIL

.331 Airmail weighing one ounce or less is nonstandard unless it meets the following size standards:

a. Length not greater than 11.5 inches, and
b. Height not greater than 6.125 inches, and
c. Thickness not greater than .25 inch, and
d. An aspect ratio (ratio of height to length) between 1:1.3 and 1:2.5 inclusive.

.332 Nonstandard mail often results in delays or damage to mail because it does not lend itself to machine processing. For this reason, mailers are encouraged to avoid mailing nonstandard airmail. It is anticipated that a surcharge will be imposed sometime in calendar year 1978 for nonstandard airmail.

136.4 PAYMENT OF POSTAGE

.41 SINGLE PIECE RATE

Mailers of airmail matter at single piece rates may pay postage by adhesive stamps, stamped envelopes and postal cards, meter stamps, and permit imprints.

.42 BULK RATE

Mailings made at presort rates must be paid only by meter stamps or permit imprints. Metered postage must be for the airmail rate less one cent for qualifying lower rated pieces and the full airmail rate for residual pieces.

.43 ANNUAL FEE

A first-class presort mailing fee of $30 must be paid once each calendar year at each office of mailing by or for any person who mails first-class or airmail matter at presort rates. Any person who engages a business concern or another individual to mail for him must pay the $30 fee. This fee is separate from the fee that must be paid for a permit to mail under the permit imprint system (145.1).

136.5 ADDITIONS AND ENCLOSURES

There are no special restrictions with respect to written additions and enclosures in airmail.

136.6 MARKING, SEALING, AND DEPOSITING

.61 Place the word *Airmail* prominently on the address side of flat mail preferably below the stamps and above the address, and on the top, bottom, and sides of parcels. Adhesive Label 19, available without charge at the local post office, may be used. The return address of the sender must be shown on the address side of each air parcel mailed at zone rates of postage.

.62 Airmail may be sealed or left unsealed without affecting the air rate.

.63 Deposit airmail weighing 9 ounces or less at the post office or in a special airmail letter box or drop, if available, to insure fastest dispatch, or in any collection box. Airmail weighing over 9 ounces must be deposited at the post office, branch, or station, or handed to a rural or star route carrier.

.64 Use envelopes printed with special airmail design for airmail only.

Part 137

OFFICIAL MAIL

137.1 MEMBERS OF CONGRESS

.11 COLLECTION OF POSTAGE, FEES AND CHARGES

Postage, fees and charges, on mail sent under the franking privilege by the Vice President, Members and Members-elect of Congress, Delegates or Delegates-elect, the Resident Commissioner or Resident Commissioner-elect from Puerto Rico, the Secretary of the Senate, Sergeant at Arms of the Senate, each of the elected officers of the House of Representatives (other than a Member of the House), and Legislative Counsel of the House of Representatives, and the Senate are paid quarterly by a lump sum to the Postal Service.

.12 DESCRIPTION

Official mail of Members of Congress is sent without prepayment of postage and bears a written signature, printed facsimile signature or other required marking instead of a postage stamp. Mail accepted under frank, and the officials authorized to use franked mail, are shown in 137.13.

.13 AUTHORIZED USERS

Persons authorized to use the frank	Matter that may be franked	Marking required	Period during which the frank may be used
Vice President of the United States, Members of Congress, Resident Commissioners, Secretary of the Senate, Sergeant at Arms of the Senate, and each of the elected officers of the House of Representatives (other than Members of the House).	Public documents printed by order of Congress.	The words *Public Document*—and the letters U.S.S. or M.C. must appear on the address side.	Until the 1st day of April following expiration of their respective terms of office.
Members of Congress and Resident Commissioners.	Congressional Record or any part of it or any reprint of any part of it or speeches or reports contained in it, if relating to official business, activities or duties.	The words *Congressional Record* or *Part of Congressional Record*—and the letters U.S.S. or M.C. must appear on the address side.	During term of office only.
Members of Congress.	Seeds and agricultural reports from the Department of Agriculture.	The signature and title, either written or printed facsimile, of the person entitled to frank it, must appear on the address side.	Until the 30th day of June following the expiration of their terms of office.

.13 AUTHORIZED USERS (Cont'd)

Persons authorized to use the frank	Matter that may be franked	Marking required	Period during which the frank may be used
Vice President of the United States, Members and Members-elect of Congress, Resident Commissioners, Secretary of the Senate, Sergeant at Arms of the Senate, each of the Elected officers of the House of Representatives (other than a Member of the House), Legislative Counsels of the House of Representatives and the Senate.	Official correspondence including mailgrams.	Mailgrams may be sent in standard Mailgram envelopes. For other correspondence, the signature and title, either written or printed facsimile, of the person entitled to frank it, must appear on the address side.	During term of office only. When the position of Secretary, Sergeant at Arms, elected officer, or Legislative Counsel is vacant, privileges may be exercised in officer's name by authorized persons.
Vice-President-elect.	All mail, including airmail, sent by him in connection with preparation for the assumption of official duties as Vice President.	The signature and title, either written or printed facsimile, of the Vice-President-elect must appear on the address side. Matter intended for air service must be marked with the word *airmail* on the address side.	Until assumption of duties as the Vice President.
Former Vice President, each former Member of Congress, the former Secretary of the Senate, the former Sergeant at Arms of the Senate, each former elected officer of the House (other than a former Member of the House), and each former Delegate or Resident Commissioner.	Matter on official business related to the closing of their respective offices.	The signature and title, either written or printed facsimile, of the person entitled to frank it, must appear on the address side. Matter intended for air service must be marked with the word *airmail* on the address side.	During the 90-day period immediately following the date on which he leaves office.
Former Speakers of the House.	Public documents, seeds and agricultural reports from the Department of Agriculture, official correspondence including Mailgrams.	The signature and title, either written or printed facsimile, of the former Speaker, or appropriate Mailgram or public document marking as indicated above, must appear on the address side.	For as long as the former Speaker determines necessary.

.14 RESTRICTIONS

The following restrictions apply to franked mail:

a. Matter transmitted under frank of the Vice President, each Member of or Member-elect to Congress, the Secretary of the Senate, the Sergeant at Arms of the Senate, each of the elected officers of the House of Representatives (other than a Member of the House), each Delegate or Delegate-elect, the Resident Commissioner or Resident Commissioner-elect, and each Legislative Counsel of the House and the Senate must relate to the official business, activities, and duties of the Congress of the United States.

b. Matter transmitted under frank of the former Vice President, each former Member of Congress, the former Secretary of the Senate, the former Sergeant at Arms of the Senate, each former elected officer of the House of Representatives (other than a former Member of the House), and each former Delegate or Resident Commissioner must be on official business relating to the closing of his respective office.

c. No franked mail will be admitted to the mail unless admissible as ordinary mail.

d. A person entitled to use franked mail may not loan his frank or permit its use by any committee, organization, or association; or permit its use by any person for the benefit or use of any committee, organization, or association. This restriction does not apply to any committee composed of Members of Congress.

e. Franked mail is forwarded like any other mail, but when once delivered to the addressee it may not be remailed. A package of franked pieces may be sent by a person entitled to the franking privilege to one addressee, who, on receiving and opening the package, may on behalf of such person place addresses on the franked articles and mail them.

f. Franked mail is handled as ordinary mail.

g. Franked mail must be addressed to the recipient by name, *except as provided in 122.442.*

.15 WEIGHT AND SIZE LIMITS

.151 *Weight*

Official correspondence may not exceed 70 pounds.

.152 *Size, Shape, Ratio, and Sealing*

The provisions of 131.222, 131.32, 134.32, and 141.113 apply.

137.2 EXECUTIVE AND JUDICIAL OFFICERS

.21 COLLECTION OF POSTAGE AND FEES

Departments, agencies, and establishments of the United States Government must reimburse the Postal Service the equivalent amount of postage and fees due for the official mail service they receive. Instructions governing the manner of reimbursement for official mail service are issued and administered by the Manager, Government Revenue and Examination Branch, Finance Department. Federal Government offices and officers must promptly furnish, in the manner and form requested, all information the Manager considers necessary to assure the accuracy of measurements of official mail use and the adequacy of budgeting to facilitate timely payment. The Manager may require offices and officers to establish improved methods of estimating or measuring official mail volume, or to initiate the use of postage meters or other forms of positive accountability for the use of official mail services, where he determines such action is necessary to secure adequate reimbursement to the Postal Service. Prior to making any such determination the Manager will consult with the office or officer involved as to possible alternative actions that might be taken which would be effective but which might have a better cost/benefit ratio. If the Manager, nevertheless, decides to require the use of postage meters or other forms of positive accountability for the use of official mail services, adequate advance notice will be given to affected agencies.

.22 DESCRIPTION

The following kinds of mail may be sent as Federal Government mail by those authorized to use this privilege:

a. Official mail relating exclusively to the business of the Government of the United States mailed by officers of the executive and judicial branches of

the Government; official mail of legislative counsel for the House of Representatives and the Senate; official mail of the Superintendent of Documents; and official correspondence concerning the Congressional Directory under direction of the Joint Committee on Printing. *NOTE:* Mail matter such as retirement announcements, Christmas cards, job resumes, and all similar materials which do not relate exclusively to the business of the Government may not be sent as penalty or postage and fees paid mail.

b. All correspondence, bulletins, and reports relating to agricultural extension work and home economics carried on in cooperation with the United States Department of Agriculture, when mailed by the college officer or other person connected with the extension department of the college who has been designated by the Secretary of Agriculture. Mailings may be deposited by the designated officer only at the authorized post office. Correspondence must be conducted under the name of the designated officer. Correspondence with autograph signature may be sealed but all other matter must be left unsealed.

c. Bulletins, reports, periodicals, reprints of articles, and other publications necessary for the dissemination of results of researches and experiments, including lists of publications available for distribution, when mailed by agricultural experiment stations designated by the act of March 2, 1887, as amended by the act of August 11, 1955, as follows:

The officer in charge of a station that claims the privilege of sending materials without prepayment of postage through the mail must file an application with the Office of Mail Classification, Rates and Classification Department, through the post office where the station is located, stating the date of establishment of the station, its name or designation, its official organization, the names of its officers, the name of the college, school or institution to which it is attached, if any, the legislation of the State or Territory providing for its establishment, and any other legislation granting it the benefits of the act of Congress referred to in this section.

d. Annual reports of Government-aided colleges established under the act of July 2, 1862, when addressed to the Secretary of the Interior, the Secretary of Agriculture, and to any other Government-aided college. The postmaster receiving the annual reports from an officer of the college will use a post office penalty envelope or label to send it through the mail.

e. Copyright material sent to the Register of Copyrights with claim for registration, as follows:

(1) Postmasters receiving the claim for registration and any articles that are required to accompany the claim will use a post office penalty envelope or label to send the matter to the Register of Copyrights, Washington, DC 20540.

(2) If requested to do so, the postmaster will give a receipt for articles delivered to him to accompany a claim for registration.

(3) When desired, the person submitting copyright matter to the postmaster may also present the fee for copyright registration enclosed in a sealed envelope addressed to Register of Copyrights, Washington, DC 20540, which must have postage prepaid at the letter rate. The postmaster, after canceling the postage stamps, will enclose the envelope containing the fee together with the copyright material in the post office penalty envelope sent to the Register of Copyrights.

(4) Matter for copyright enclosed in post office penalty envelopes will not be sent by registered mail unless the registry fee is prepaid.

.23 METHODS OF PREPARING OFFICIAL MAIL

.231 *Postage and Fees Paid*

a. Authorized Departments and Agencies are:

Accounts, Bureau of
ACTION
Ad Hoc Advisory Group for Puerto Rico
Administrative Conference of the United States
Administrative Office of the United States Courts
Advisory Commission on Intergovernmental Relations
Advisory Committee on Federal Pay

corresponding Forms 3607, *Weighing and Dispatch Certificate*, together with Forms 3609, *Record of Permit Imprint Mailings*, must be forwarded by the postmaster to Headquarters for permit-imprint billing purposes.

c. *Form 3602-PC, Bulk Rate Mailing Statement—Third-Class Mail*

Federal Government agencies must present Form 3602-PC at the post office when official mail is sent at bulk third-class rates. The front of the form must be fully completed by the mailer to identify the mailing agency and must include the following information:

(1) Permit number should be a six-digit coding. Zeros should be added at the end of the authorized permit number if it is not a six-digit coded number (for example 005-200).
(2) Date and total number of pieces in mailing should be complete and legible.
(3) Designation of type of matter mailed such as circulars, books, or catalogs, should be indicated in the appropriate block.
(4) The weight of a single piece should be indicated in ounces and carried five places to the right of the decimal point. Examples are:

1 ounce to be written as	1.00000
3/4 ounce to be written as	.75000
2/3 ounce to be written as	.66667
1/2 ounce to be written as	.50000
1/3 ounce to be written as	.33333
1/4 ounce to be written as	.25000

(5) The back of Form 3602-PC must be fully completed and signed by the receiving employee.

.266 *Forwarding Billing Records*

All mailing statements and copies of Forms 3603 and 3610 pertinent to official mailings and meter settings must be forwarded to the following address at Headquarters for billing purposes:

Manager
Government Revenue & Examination Branch
U.S. Postal Service Headquarters
475 L'Enfant Plaza West SW
Washington, DC 20260

.267 *Exception Reports*

a. *Irregular Mailings*

(1) *Improper Preparation.* If any official mailing is not properly prepared or otherwise fails to qualify for a rate with which the pieces are endorsed, the mail must be accepted and processed by the post office in accordance with 137.81. A report must be submitted immediately to the Government Revenue and Examination Branch in order that the agency can be billed at the appropriate rate.
(2) *Mailings Without Authorization.* If official mail is presented for acceptance as second-class, controlled circulation, bulk third-class, permit imprint or metered mail at a post office without authorization, it must be accepted and processed by the post office in accordance with 137.81. Submit an exception report with the mailing statement or other record to the Government Revenue and Examination Branch.

.27 ZIP CODING OF MAIL

.271 *Addressing*

The address on all official mailings of Federal departments and agencies under 137.2 must include the ZIP Code number

.272 *Presorting and Postage Charges*

When identical pieces of individually addressed matter are included in a single mailing at the bulk rates in 131.12, 134.12, 135.122, 135.132 and 136.13, the mail must be prepared as prescribed for each bulk category.

137.3 MAIL SENT TO GOVERNMENT DEPARTMENTS

.31 CENSUS MAIL

All mail, of whatever class, relating to the census and addressed to the Census Office, or to any official thereof, and endorsed *Official Business, Census Office*, will be sent without prepayment of postage. (See 137.21 regarding postage reimbursement.) Mail sent by the Census Bureau of the Department of Commerce or one of its officers in envelopes of that Bureau is subject to the conditions in 137.231.

Subchapter 140 POSTAGE

Part 141

ENVELOPES, POSTAL CARDS, AEROGRAMMES

141.1 USE

.11 ENVELOPES

.111 COLOR

Use any light color that does not interfere with legible address and postmark. Do not use brilliant colors.

.112 QUALITY

Use paper strong enough to withstand normal handling. Highly glazed paper, or paper with an overall design, is not satisfactory.

.113 SIZE, SHAPE, AND RATIO

Envelopes of standard sizes and shapes are essential to the economical handling of mail, both by machine and manual methods. The following standards apply to envelopes:

a. Envelopes less than 3 inches in width (height) or 4¼ inches in length are nonmailable.
b. Envelopes more than 9 inches in width (height) or 12 inches in length are not recommended.
c. Envelopes having shapes other than rectangular are nonmailable.
d. Envelopes having a ratio of width (height) to length of less than 1 to 1.414 (1 to the square root of 2) are not recommended.

.114 WINDOW ENVELOPES

Window envelopes, or open panel envelopes, may be used under the following conditions:

a. The address window must be parallel with the length of the envelope.
b. The proper place for the address window is in the lower portion of the address side.
c. Nothing but the name, address, and any key number used by the mailer may appear through the address window.
d. The return address should appear in the upper left corner. If there is no return address and the delivery address does not show through the window, the piece will be handled as dead mail.
e. The address disclosed through the window must be on white paper or paper of a very light color.
f. When used for registered mail, they must conform with the conditions in 161.33.
g. Window envelopes, but not open panel envelopes, may be used for business reply mail provided:
   (1) All of the address side except the portion which will show through the window is prepared as required by 131.234.
   (2) An address prepared by any of the processes and in the style provided for by 131.234 is furnished by the distributor for use as an enclosure to return the envelope.
   (3) The window covering is of such texture as to allow maximum transparency.

.115 *Green Border Envelopes and Cards*

The use of envelopes and cards bearing a green border must be for first-class mail matter only. All envelopes and cards bearing a green border shall be charged postage equivalent to the first-class rate.

.12 PLAIN STAMPED ENVELOPES

.121 *Envelopes Available at Post Offices*

Kind	Size	Denomination	Item No.	Prices		
				Less than 500	500	1,000
Regular	6¾	13¢	631	$0.15	$68.55	$137.10
	10	13¢	131	.15	69.20	138.40
Window	6¾	13¢	632	—	69.00	138.00
	10	13¢	132	—	69.85	139.70
Precanceled	6¾	2¢	643	—	13.55	27.10
	10	2¢	123	—	14.20	28.40

Limit requisitions to a 3-accounting period supply. A minimum quantity of 500 plain stamped envelopes must be ordered even though this may cause some post offices to exceed the 3-accounting period stock level.

.122 *Sales at Post Offices*

Only sizes 6¾ and 10 regular will be sold in less than full box lots. Boxes contain 500 envelopes.

.123 *Discount on Sales of Plain Regular Stamped Envelopes*

a. *Definition.* Plain regular envelopes are charged to and carried on post office records at the amounts specified in *Handbook F–1.* Sales to customers are made at the rates specified in 141.12. This results in sales of 500 and multiples thereof out of the main stock or fixed credits being made at a discount.
b. *Recording Discount.* A record shall be kept of each bulk sale of 500 lots of plain regular envelopes. Use Form 3220, *Stamped Envelope Sales at Discount.* As each sale is made, record the date, purchaser's name, and quantity sold. The selling employee will obtain the purchaser's name from the check used for payment or by asking when payment is by cash. Do not refuse sales to those who decline to identify themselves. State purchaser declined identification in the name column. Enter the quantity in the proper size and denomination column.
c. *Reporting Discount.* Employees selling 500 lots may complete Form 3220 as often as necessary, but at least each accounting period at offices with 950 or more revenue units and each postal quarter at other offices in time for the discount to be included in a regular requisition submitted during the same period or quarter. The total amount of the discount claimed must be included in the total amount of the regular requisition for stock. Submit this requisition to the custodian of the main stock. The station superintendent or an employee in a similar capacity must verify the computations on Form 3220, enter his initials and submit the form direct to the director, office of finance, chief accountant or employee maintaining the cashbook as specified in Handbook F–1.

.124 *Precanceled Envelopes*

Only nonprofit organizations or associations covered in 134.5 may purchase 1.8-cent precanceled envelopes. Sales are made in full box lots only.

.125 *Window Envelopes*

Window envelopes are sold in full box lots only. All windows are 1⅛ inches wide and 4¾ inches long and are located ½ inch from the bottom of the envelope. In size 6¾, the window is located ⅞ inch from the left edge, in size 10 it is ¾ inch from the left edge.

.126 *Dimensions of Envelopes* (Dimensions may vary 1/16".)

Size 6¾ ---------- 3⅝ by 6½ inches
Size 10 ---------- 4⅛ by 9½ inches

.127 *Private Printing of Return Addresses*

Stamped envelopes may be privately printed in any style, provided at least 3½ inches of clear space is left at the right end of the address side of the envelope.

.13 POSTAL CARDS AVAILABLE

Denomination (cents)	Description
	CUT SINGLE CARDS:
9	Domestic regular single (available also in sheets of 40).
9	Domestic commemorative single.
12	Foreign regular single. 3½"×5½"
21	Foreign airmail single.
	DOUBLE REPLY-PAID CARDS:
18	Domestic regular reply (9 cents each half).

All domestic postal cards are precanceled. Postal cards in sheets for use in printing must be cut to regulation size, 3¼x5½ inches so that the stamp appears in the upper right corner. However domestic cards may be cut to 3x5 inches. Cases of sheet postal cards may be broken for sale. Return addresses are not printed on postal cards by the Postal Service. Domestic postal cards are not acceptable for foreign mailings. Only cards which measure 3½x5½ inches may be used.

.14 AEROGRAMMES

22 cents each. (See Publication 42, *International Mail.*)

141.2 PRINTED STAMPED ENVELOPES (Special-Request)

.21 PRINTED STAMPED ENVELOPES AVAILABLE

Kind	Size	Denomination	Item No.	Prices		
				500 only*	1,000 or more	
					Per 1,000	Each additional 500
Regular.	6¾	13¢	631	$70.80	$141.10	$70.55
	10	13¢	131	71.45	142.40	71.20
Window.	6¾	13¢	632	71.25	142.00	71.00
	10	13¢	132	72.10	143.70	71.85
Precanceled.	6¾	2¢	643	15.80	31.10	15.55
	10	2¢	123	16.45	32.40	16.20

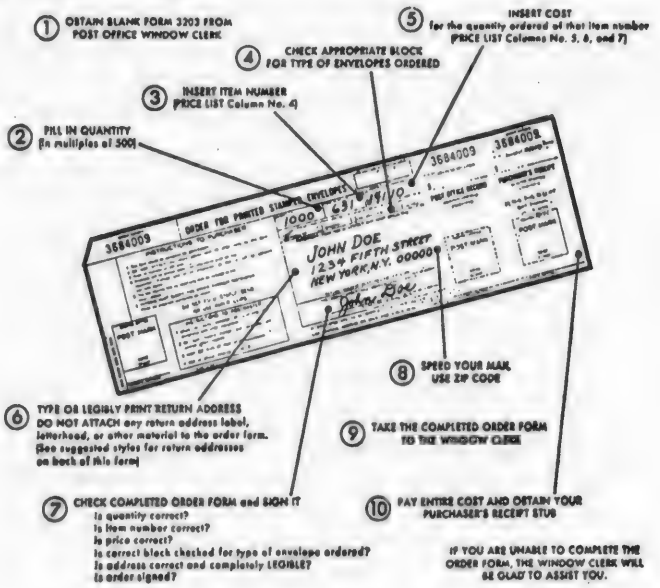
*Minimum order—Please note that the price for 500 only is more than ½ of the per-thousand price.

.22 HOW TO ORDER PRINTED STAMPED ENVELOPES

Prepare Form 3203, *Order for Printed Stamped Envelopes*, as illustrated below. Submit the order through the post office named in the return address. However, if undeliverable letters are to be returned to the main office of a firm in another city, envelopes may be ordered at the post office where they will be mailed.

.23 STYLE OF PRINTING RETURN ADDRESSES

.231 All lines of the return address will be printed in capitals and lowercase letters with flush left margin, using 8-point Helvetica type. See sample in 141.232.


1 OBTAIN BLANK FORM 3203 FROM POST OFFICE WINDOW CLERK
2 FILL IN QUANTITY (In multiples of 500)
3 INSERT ITEM NUMBER (PRICE LIST Column No. 4)
4 CHECK APPROPRIATE BLOCK FOR TYPE OF ENVELOPES ORDERED
5 INSERT COST for the quantity ordered of that item number (PRICE LIST Columns No. 5, 6, and 7)
6 TYPE OR LEGIBLY PRINT RETURN ADDRESS DO NOT ATTACH any return address label, letterhead, or other material to the order form. (See suggested styles for return addresses on back of this form)
7 CHECK COMPLETED ORDER FORM and SIGN IT
Is quantity correct?
Is item number correct?
Is price correct?
Is correct block checked for type of envelope ordered?
Is address correct and completely LEGIBLE?
Is order signed?
8 SPEED YOUR MAIL USE ZIP CODE
9 TAKE THE COMPLETED ORDER FORM TO THE WINDOW CLERK
10 PAY ENTIRE COST AND OBTAIN YOUR PURCHASER'S RECEIPT STUB
IF YOU ARE UNABLE TO COMPLETE THE ORDER FORM, THE WINDOW CLERK WILL BE GLAD TO ASSIST YOU.
3684009
3684008
1000
631
JOHN DOE
1234 FIFTH STREET
NEW YORK, N.Y. 00000

CAUTION: ILLEGIBLE OR INCORRECT ORDERS DELAY RECEIPT OF ENVELOPES

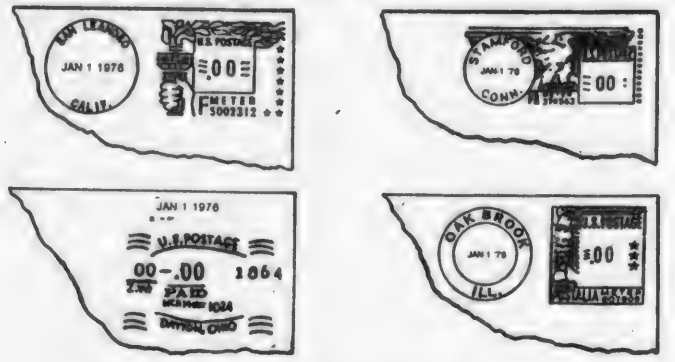
.232 Sample style of printing:

Charles Jones
610 Seventh Avenue
New York, NY 00000

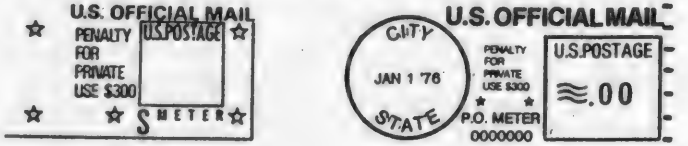
144.4 METER STAMPS

.41 DESIGNS

The types, sizes, and styles of meter stamps are fixed when meters are approved by the Postal Service for manufacture. Only approved designs may be used. Some approved designs are illustrated below.



Official Mail (see Part 137)



.42 LEGIBILITY

Meter stamps must be legible and not overlap. Illegible or overlapping meter stamps will not be counted in determining postage paid.

.43 FLUORESCENT INK

The use of fluorescent ink is mandatory for postage imprints on letter-size metered mail effective July 1, 1973. Failure to use fluorescent ink may result in the revocation of the meter license. Letter-size mail is defined as being from 4¼'' to 11½'' long, 3'' to 6⅛'' wide, and .006'' to .25'' thick.

.44 METER STAMPS ON TAPE

When meter stamps are printed on tape, only tape approved by the Postal Service may be used.

.45 POSITION

Meter stamps must be printed or stuck in the upper right corner of the envelope, address label, or tag.

.46 CONTENT

144.46 Meter stamps must show the city and state designation of the licensing post office, meter number and amount of postage for all classes of mail. Upon approval of the licensing post office, a meter indicia may contain the name and state designation of its local classified branch, which sets the meter. This authorization does not apply to classified stations or contract stations or branches. ZIP Codes will not be used in customer's postage meter indicias. When it is necessary to print multidenomination meter stamps on more than one tape, the circle showing the post office or classified branch must appear on each tape.

.47 DATE OF MAILING

.471 Dates shown in the meter postmark of any type or kind of mail shall be the actual date of deposit except when the mailing piece is deposited after the last scheduled collection of the day. When deposit is made after the last scheduled collection of the day, mailers are encouraged but not required to use the date of the next scheduled collection.

.472 The month, day, and year must be shown in the meter postmark on all first-class, airmail, and priority mail (heavy pieces), and on all registered, certified, insured, COD, special delivery, and special handling mail, except prepaid reply postage, whether the postmark is printed directly on the mailing piece or on a separate tape.

.473 The month and year must be shown on meter postmarks printed on a separate tape for second-, third-, and fourth-class pieces. The day may be omitted. Mailing pieces postmarked on a separate tape with only the month and year may be accepted during the month shown and through the third day of the following month when, in the judgment of the postmaster, the mailing was unavoidably delayed prior to its deposit with the Postal Service.

.474 The date (day, month, or year) is not required to be shown on meter postmarks printed directly on a second-, third-, or fourth-class mailing piece.

.475 The date shall not be shown on meter postmarks used to prepay reply postage in accordance with 144.112.

.48 HOUR OF MAILING

The hour of mailing may be shown only on first-class, air, or special delivery mail, and then only when it is mailed in time to be dispatched at the hour shown.

.49 AD PLATES

.491 Advertising matter, slogans and the postal markings specified in .492 may be printed with the meter stamps within space limitations. Licensees must obtain the plates for the printing of this matter from authorized meter manufacturers to assure suitable quality and content in accordance with the requirements of the Postal Service. The advertising and slogans must not be objectionable or misleading.

.492 The following postal markings relating to the class of mail are permissible: FIRST CLASS; PRESORTED FIRST CLASS; THIRD CLASS; BLK. RT.; NONPROFIT ORG.; FOURTH CLASS; AIRMAIL; PRESORTED AIRMAIL; AND PRIORITY MAIL. If a postal marking is to appear in the ad plate area, no other matter is to be printed. The marking must fill the entire ad plate area to the extent practicable. All words must be in bold, capital letters which are at least ⅛'' in height or 18-point type and legible at two feet. Exceptions for small ad plates that will not accommodate any of the above markings will not be considered.

b. Lease his meters only to mailers to whom meter licenses have been issued by the post office.
c. Supply only those meter slogan or ad plates that meet the requirements of the U.S. Postal Service for suitable quality and content.
d. Deliver meters to post offices or postal stations only—never to mailers until set and sealed at a post office.
e. Take reasonable precautions in the transportation and storage of his meters to prevent their reaching the hands of unauthorized individuals.
f. Report the loss or theft of any of his meters, or the recovery of any lost or stolen meters, immediately to the local postmaster, the local police, and the Regional Postmaster General for the region in which the meter is licensed for use.
g. Report to the appropriate postal data center of the U.S. Postal Service each time a meter is presented at a post office for initial setting or to be checked out of service—the report to include the name and address of the mailer, the post office or postal station through which it was handled, and the readings of both registers at the time the meter left or was returned to the manufacturer's possession.
h. Maintain at his headquarters a complete record by serial number of all meters manufactured, showing all movements of each from the time it is produced until it is scrapped, and the reading of the ascending register each time it is checked into or out of service through a post office. These records must be subject to inspection at any time during businesss hours by officials of the U.S. Postal Service. These records may be destroyed 3 years after the meter is scrapped.
i. Cancel his lease agreement with any mailer whose meter license is canceled by the U.S. Postal Service and remove his meter promptly.
j. Maintain a permanent record by serial number of all meter keys issued to postmasters as well as those sections of the manufacturer's establishment in which their use is essential, preferably in the form of signed receipt cards. Report the loss or theft of any of his meter setting keys, or the recovery of lost or stolen keys, to the Regional Postmaster General.
k. Examine each meter withdrawn from service for failure to record its operations correctly and accurately, and report to the U.S. Postal Service the mechanical condition or fault which caused the failure. See 144.34.
l. Submit such other reports to the U.S. Postal Service as may be required from time to time.

.96 MAINTENANCE

.961 *Replacement.* The manufacturer must maintain his meters in proper operating condition for mailers by replacing them when necessary or desirable to forestall mechanical breakdown.

.962 *Inspection of Meters in Use.* The manufacturer must have all of his meters in service with mailers inspected at least twice annually at approximate six-month intervals. Inspections must be sufficiently thorough to determine that each meter is clean, in proper operating condition, is recording its operations correctly and accurately, that neither the post office seal nor any seal placed by the manufacturer to prevent access to the mechanism has been removed or tampered with, and that there are no other indications of tampering. A specimen printing of .00¢ shall be run off and the ascending and descending registers checked to insure that they do not change. The meter register readings must be compared with the control figure last recorded by the postal setting employee in the meter user's Form 3602–A, *Daily Record of Meter Register Readings*, to confirm the accuracy of the registers. If the post office control figure has not been recorded, obtain such figure immediately from post office to confirm accuracy of registers. Any irregularities found in

the operation of a meter at any time or any improper usage of a meter must be reported immediately to the mailer's postmaster, and appropriate steps must be taken to have the meter discontinued.

.963 *Repair of Internal Mechanism.* Repair or reconditioning of meters involving access to internal mechanisms must be performed only within a factory or suitable meter repair department under the direct control and supervision of the manufacturer. Meters must be checked out of service through the post office of setting before they are opened or any internal repairs are undertaken.

.97 NOTICE OF PROPOSED CHANGES IN REGULATIONS

So far as may be consistent with the public interest, before any changes are made in the regulations in part 144, the U.S. Postal Service will give notice of any proposed changes sufficiently far in advance of the proposed effective date to enable persons who manufacture or who may be interested in manufacturing postage meters, a reasonable opportunity to be heard and to adjust their operations to accord with the proposed changes if they are adopted.

Part 145
PERMIT IMPRINTS

145.1 PERMIT

.11 APPLICATION

A permit to use permit imprints and pay postage in cash at the time of mailing may be obtained by submitting Form 3601, *Application to Mail Without Affixing Postage Stamps*, with a fee of $20, to the post officer where mailings will be made. The postmaster will give the applicant a receipt for the fee on Form 3544. No other fee for use of permit imprints has to be paid so long as the permit is active. However, the applicant must also pay an annual bulk mailing fee if he mails third-class matter at bulk rates. See 134.421.

.12 REQUISITION OF SUPPLIES

Requisition from your supply office the following forms, when you receive the first application at your office to use permit imprints:

3601 *Application to Mail Without Affixing Postage Stamps.*
3602 *Statement of Mailing Matter With Permit Imprint.*
3607 *Weighing and Dispatch Certificate.*
3608 *Weighing Clearance.*
3609 *Record of Permit Imprint Mailings.*

.13 ISSUANCE

Issue permits on Form 3601. Date each permit and number it consecutively beginning with No. 1 for the first permit issued at your office. Numbers assigned to permits which have been revoked may not be reassigned within 6 months except when a former permit holder requests assignment of the number he previously held. Deliver the permit to the applicant and file the application portion.

.14 RECORDS

At offices that have a large number of permit holders, prepare and maintain for each active permit:

a. A numerical card file showing permit number and name of permit holder.
b. An alphabetical card file showing the permit number, name and address of permit holder, and the date permit was issued.

.15 REVOCATION

.151 The permit may be revoked if used in operating any unlawful scheme or enterprise, for nonuse during any consecutive 12 months, or for any noncompliance with the regulations governing the use of permit imprints. The method of revoking a permit is described in 144.23.

.152 If revocation is because of nonuse and the permit holder indicates that he will resume mailings within a 90-day period, continue the permit for a period not to exceed 90 days and so inform the permit holder without referring the written reply to Headquarters. Use Form 3604, *Nonuse of Mailing Permit or Meter License*, for this purpose. If the notice of revocation is for any purpose other than nonuse or the answer indicates the permit holder will not mail within the next 90 days, promptly forward the answer to the Office of Mail Classification, Rates & Classification Department, with a statement of the facts and await further instructions.

145.2 PREPARATION OF PERMIT IMPRINTS

a. Permit imprints may be made by printing press, handstamp, lithography, mimeograph, multigraph, addressograph, or similar device. They may not be typewritten or hand drawn. The imprint must be prepared both as to style and content in use of the forms shown in 145.4. No other forms of imprints may be used. The imprint must be legible and must be of a color that contrasts sufficiently with the paper to make the imprint readable. The entire imprint must be placed in the upper right corner of the address side of each piece, parallel with the length of the piece.

b. The position of the imprint on fourth-class bound printed matter may be varied so that automatic data processing equipment may be utilized to simultaneously print the address, imprint and other postal information. The permit may be placed on the parcel or on the label for items mailed under the provisions of 135.235.

145.3 CONTENT OF PERMIT IMPRINTS

.31 FIRST-CLASS MAIL

Permit imprints must show city and State; *First-Class Mail; U.S. Postage Paid;* and permit number. They may show the mailing date, amount of postage paid or the number of ounces for which postage is paid. (See illustration in 145.4a.) The ZIP Code of the permit holder may be shown immediately following the name of the State or in a separate inscription reading *ZIP Code 00000* when it is possible to include the ZIP Code without creating uncertainty as to permit holder's correct address or permit number.

.32 SECOND-, THIRD-, AND FOURTH-CLASS MAIL

Permit imprints must show same information as first class, except the date and the words *First-Class Mail* must be omitted. Permit indicia may include: amount of postage paid, weight of piece, and markings required by 131.5, 134.436 or 135.2.

.33 MAIL WITH SPECIAL SERVICES

Permit mail with special services paid by permit must show *First-Class Mail*, if first-class mail; U.S. Postage and Fees Paid; City and State; and permit number. The company may be shown in place of the city and permit number in accordance with 145.34.

.34 COMPANY PERMIT IMPRINTS FOR ANY CLASS OF MAIL

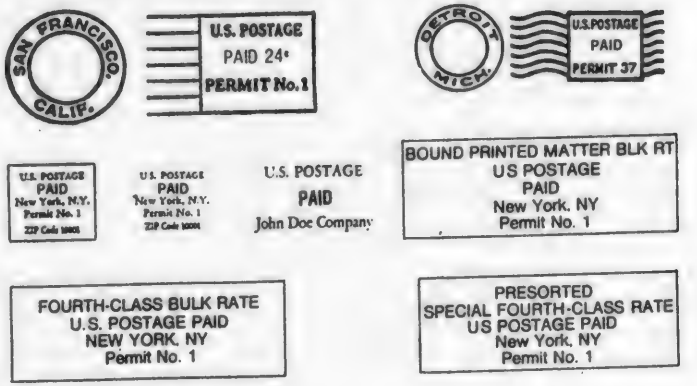
The city, State, and permit number may be omitted if the permit holder has permits at two or more post offices, provided the exact name of the company or individual holding the permits is shown in the permit imprint. When this style of company permit imprint is used, the mailing piece *must bear a complete return address*. The permit holder must maintain for a 3-year period and make available for inspection and audit upon request of post office officials, records showing the post office at which any particular mailing was made, date of mailing, total weight of the mailing, weight of a single piece, and the amount of postage paid. A sample piece from the mailing must also be available.

145.4 FORM OF PERMIT IMPRINTS

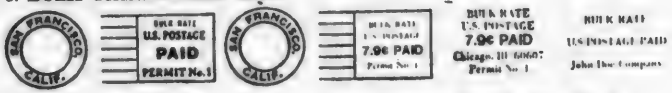
Permit imprints must be prepared in one of the forms illustrated. The addition of extraneous matter is not permitted.

a. FIRST-CLASS MAIL

b. SECOND-, THIRD-, AND FOURTH-CLASS MAIL
(Date and First-Class Mail omitted)



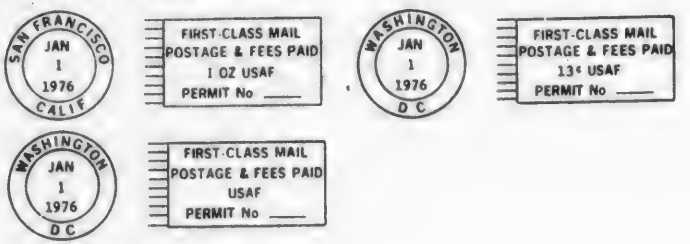
c. BULK THIRD-CLASS MAIL


SAN FRANCISCO CALIF.
BULK RATE U.S. POSTAGE PAID PERMIT No. 1
SAN FRANCISCO CALIF.
BULK RATE U.S. POSTAGE 7.9¢ PAID
BULK RATE U.S. POSTAGE 7.9¢ PAID Chicago, Ill. 60607 Permit No. 1
BULK RATE U.S. POSTAGE PAID John Doe Company

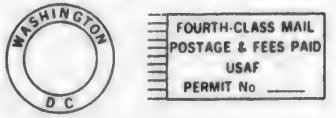
d. SPECIAL RATES FOR AUTHORIZED ORGANIZATIONS ONLY

SAN FRANCISCO CALIF.
Nonprofit Org. U.S. POSTAGE PAID PERMIT No. 1
SAN FRANCISCO CALIF.
Nonprofit Org. U.S. POSTAGE 1.8¢ PAID Permit No. 1
Nonprofit Organization U.S. POSTAGE 1.8¢ PAID New York, N.Y. Permit No. 1

e. OFFICIAL MAIL (First-Class)


SAN FRANCISCO JAN 1 1976 CALIF
FIRST-CLASS MAIL POSTAGE & FEES PAID 1 OZ USAF PERMIT No ____
WASHINGTON JAN 1 1976 D C
FIRST-CLASS MAIL POSTAGE & FEES PAID 13¢ USAF PERMIT No ____
WASHINGTON JAN 1 1976 D C
FIRST-CLASS MAIL POSTAGE & FEES PAID USAF PERMIT No ____

f. OFFICIAL MAIL (Fourth Class)
(Date and First Class Mail Omitted)



145.5 MAILINGS WITH PERMIT IMPRINTS

.51 MINIMUM QUANTITIES

Except as stated in 145.52, minimum quantities required to be mailed at one time are as follows:

a. *First-Class Mail.* 300 pieces of identical weight
b. *First-Class Presort Rate.* 500 pieces of identical size and weight.
c. *Second- and Third-Class Mail.* 300 pieces of identical matter, except 50 pounds or 200 pieces of identical third-class bulk mail.
d. *Fourth-Class Mail.* 250 pieces of identical matter.
e. *Fourth-Class Zone Bulk Rate Mail.* 300 or more pieces of identical weight.
f. *Special Fourth-Class Presort Rate.* 500 or more pieces of identical matter for the Level A rate. 2,000 or more pieces of identical matter for the Level B rate.
g. *International Mail.* See Publication 42, *International Mail.* 300 pieces of identical matter.

.52 EXCEPTIONS TO MINIMUM QUANTITIES

When any mailing consists of less than the required minimum, enter an explanation on the *Mailing Statement*, Form 3602. Exceptions may be made for the following reasons only:

a. *First-Class Mail.* Occasional exception for a mailer whose total daily mailings are not much more than 300 but who, to cooperate with the post office, presents a portion of his mailings early in the day.
b. *All Classes of Mail.* When a large mailing extends over two or more consecutive days and the last deposit, made to complete the mailing, is less than the minimum.

.53 PREPARATION FOR MAILING

The mailer must arrange all pieces with the address side facing the same way. It is recommended that the mailer separate the pieces to the finest extent possible in the manner prescribed by sections 125.32 and 134.43. Each class of mail must be separately presented with a separate *Mailing Statement*, Form 3602 or 3605. Fourth-class mailings on which postage is paid at different zone rates must be separated according to the postage paid on each piece.

.54 PLACE OF MAILING

Deposit mail at the post office that issued the permit or at a station or branch designated by the postmaster. Permit imprint mail shall be accepted at the main post office or at classified stations and branches where there is a separation of financial and mailhandling activities.

.55 MAILING STATEMENT

Prepare and sign a *Mailing Statement*, Form 3602 or 3605, for each mailing. The statement must be prepared by typewriter, ink, or indelible pencil to show the mailer's address, permit number, class of mail, number of pieces in the mailing, and weight of single piece. For third-class bulk mailings, additional information required by the *Mailing Statement* must be shown. If a receipt is desired, present a duplicate copy of Form 3602 or 3605, which will be initiated by the accepting employee after verification and returned to the mailer.

.56 PAYMENT OF POSTAGE

.561 *Prepayment in Full Required*

The mailer must pay for each mailing when it is presented at the post office, or make an advance deposit of enough to cover more than one mailing. Payments for postage or deposits must be made at points designated by the postmaster. These payments will not be accepted by employees handling the mail. Advance deposits may be made by mail. When the deposit becomes less than enough to pay for an entire mailing, an additional amount must be deposited before any mailings are made. Credit for postage is not allowed. Postage may not be paid partly in money and partly by postage stamps, except as provided in 145.563. Whenever the computation of postage results in a fraction of a cent in the total, the next higher even cent must be paid.

.562 *Receiving Money*

Window clerks who receive deposits must:

a. Accept money for postage, advance deposits, and fees. (See 145.11.)
b. Issue receipts on Form 3544 in triplicate, duplicate to the director, office of finance or chief accountant, and triplicate to the weigher.

.563 Confine verification of permit imprint mail to the principal weighing section if practicable. When conditions warrant, make verification at the branch or station accepting the mail. Accepting clerks at stations and branches shall telephone the principal weighing section prior to dispatch of the mail to ascertain if mailer has sufficient deposit on hand to cover postage charges.

.564 Branches and stations not authorized to make verification shall send permit imprint mail to the principal weighing section labeled to prevent the mail being taken direct to a distribution point.

.565 The verifying employee must:

a. Weight permit imprint mail and verify postage.
b. Verify mail is properly prepared. See 131.43, 131.5, and 135.25 for presort requirements.
c. Fill out the back of the mailing statement (Form 3602 or 3605) and at the same time, by carbon, prepare Form 3607. If the mailer requests a receipt, he must present a duplicate copy of the mailing statement which will be delivered to him after the back is filled out.
e. Send mail accompanied by Form 3607 to clearing point.

.566 Maintain only one ledger record, Form 3609, for each permit. Keep all Forms 3609 at the main office or other mail handling unit where the principal weighing section is located. The supervisor in charge of the weighing section will be responsible for the proper maintenance of all Forms 3609. Weighing section employees shall:

a. Record fees and advance deposits on Form 3609 from copies of Form 3544.
b. Record the postage charges on Form 3609 from each Statement of Mailing (Form 3602 or 3605).
c. Prepare daily Form 3083 and forward it to the director, office of finance or chief accountant with Forms 3602.

.57 POST OFFICE COMPUTATION OF POSTAGE

.571 *Random Samples*

Enough pieces will be selected at random from the entire lot to determine whether the whole mailing consists of identical pieces.

.572 *Weight of Single Piece*

Determine the exact weight of a single piece and the amount of postage required. When scales do not show exact weight of a single piece, weigh enough pieces to balance beam and divide total weight by number weighed.

Example: 20 pieces weigh exactly 3½ ounces.
3.5÷20=0.175 ounce.

.573 *Total Number of Pieces*

Ascertain the total number of pieces by one of the following methods:

a. Find the total weight in pounds, exclusive of tare. (For definition of tare, see 145.575.) Reduce the pounds to ounces and divide the total number of ounces by the weight of a single piece.

Example: Mailer's statement shows 1,240 pieces in mailing which weigh 13 pounds, 9 ounces. A single piece weighs 0.175 ounce.
Convert weight to ounces: 13×16+9=217 ounces.
217÷0.175=1,240 pieces.

b. Find the total weight, exclusive of tare, and the total weight exactly of 100 pieces in ounces and fractions of an ounce. Divide the total weight by the weight of 100 pieces. This will give the total number of hundreds and fractions of a hundred in the entire lot.

Example: Mailer's statement shows 124,400 pieces in mailing which weigh 1,360 pounds, 10 ounces. A single piece weighs 0.175 ounce.
Convert weight to ounces: 1,360×16+10=21,770
Weight of 100 pieces: 0.175×100=17.5
21,770÷17.5=1,244
1,244×100=124,400 pieces.

.574 *Agreement with Mailing Statement*

The result of either of these methods of computation should agree with the number of pieces shown on the statement of mailing. If they do not agree the matter will be taken up with the mailer and, if necessary, further examination and verification will be made.

.575 *Tare*

Tare includes sacks, cartons or other containers, hand trucks, skids, or similar pieces of equipment upon which the mail may be placed during the weighing operation. The standard weights for new sacks are as follows:

Sack	*Material*	*Color*	*Weight*	
			Lbs.	*Ozs.*
No. 1	Canvas	White	3	7
No. 2	Canvas	White	2	8
No. 2	Cotton	White	1	12
No. 2	Nylon	Brown	1	4
No. 3	Canvas	White	1	12
No. 3	Cotton	White	1	2
No. 3	Nylon	Brown		13

.576 *Clearance*

Designate a clearing point in the mailing division, separate from the weighing section, where an employee must check the mail with Form 3607 prior to distribution. Do not distribute mail not accompanied by Form 3607 until the form has been received from the weighing section. After comparing the number of sacks or outside bundles with the volume reported on Form 3607, the clearing section will remove Form 3607 and release the mail for distribution in sacks or hampers with identifying labels reading:

Weighing Clearance, Permit Imprint Mail from_____
(Unit or Station)

The clearing section employee verifying such mailings must sign Form 3607 in the space provided. Forward Forms 3607 to director, office of finance or chief accountant daily.

.577 *Small Offices*

At small offices which do not have a weigher or a chief accountant, the postmaster and employees designated by him must perform the weighing and financial duties following in principle the instructions in 145.54–.56 except that the use of Forms 3607 and 3083 may be omitted. The function of receiving cash deposits for permit imprint mailings should be separated, as much as possible, from that of weighing and maintaining Form 3609. The employee receiving advance deposits must forward the duplicate copies of Form 3544 to the employee maintaining the cashbook; triplicate to employee maintaining

Form 3609. When cash is paid for postage at the time of mailing, the amount of postage charged may be entered directly in the appropriate revenue account. In this case entries in the trust fund account are not required.

145.6 ADDITIONAL SERVICES

Postage may be paid by means of permit imprints on matter which is entitled to be registered, or sent as certified, insured, or COD mail.

145.7 IMPROPER USE OF PERMIT IMPRINTS

.71 DISTRIBUTED OUTSIDE THE MAIL AND AS ENCLOSURES

Since permit imprints indicate that the matter on which they appear has had postage paid thereon under the permit imprint system, they must not ordinarily appear on matter which has not had postage so paid thereon, as, for example, matter which is circulated by means other than mail or which is circulated as an enclosure with other matter either by mail or by means other than mail. Permit imprints may appear on address labels, wrappers, envelopes, and other containers, and on complete mailing pieces, which have not had postage paid thereon under the permit imprint system, provided it would be impracticable to omit the permit imprint, as, for example, when envelopes are shipped from a printer to a permit imprint permit holder.

.72 PLACE OF ACCEPTANCE

Permit imprint matter will be accepted for mailing only at the post office shown in the permit imprint except when company permit imprints are used as provided for by 145.33 or when arrangements for acceptance at other post offices are made under the provisions of 145.8.

.73 NONPERMIT MAILINGS

Permit imprints must be obliterated from matter which is mailed as nonpermit imprint matter prepaid with postage by means of stamps or meter stamps.

145.8 OPTIONAL PROCEDURE FOR ACCEPTING PERMIT IMPRINT MAIL

.81 OBJECTIVE

The purpose of this optional procedure is to provide for the acceptance of permit imprint mail using the minimum amount of space, time, and manpower, and utilizing the latest developments in mechanization, facilities, and transportation while maintaining adequate control of the collection of correct postage charges.

.82 PROCEDURE

Weighing of the entire mailing on scales is not required. Postage is computed from the mailers' *Mailing Statement*, Form 3602 or *Mailing Statement—4th Class Bulk Rates*, Form 3605, which must always show the total number of pieces. The total computed weight must also be shown when it is known that the minimum per piece postage charge will not apply.

.83 VERIFICATION

Sample pieces from each mailing shall be weighed by a post office employee, either at the mailers' plant or at the post office, to determine whether the pound or the minimum per piece postage charges apply. Post office employees may be sent on rotating assignments to the mailers' plants to weigh sample pieces and observe preparation of mail by mailers only when the mail is not to be delivered to the post office for dispatch or when considered necessary

and authorized in writing by Regional Postmaster General. Mailers must maintain for a three-year period, and make available for inspection and audit upon request of post office officials, all production and billing records relating to any particular mailing. A sample piece from the mailing must also be available.

.84 LIMITED USE OF OPTIONAL PROCEDURE

An optional procedure for items of identical weight must be authorized by the Regional Postmaster General. An optional procedure for items of nonidentical weight must be authorized by the Office of Mail Classification. It will be approved only when the mailers can make one or more of the following arrangements which are mutually beneficial to the mailers and the Postal Service:

a. Loading at the mailers' plant the major portion of the mailings into single or combination destination trailers with any remaining portion transported at the mailers' expense and risk from the plant to an acceptance place such as a special acceptance facility or sectional center facility designated by the Regional Postmaster General.
b. Transportation of the entire mailing at the mailer's expense and risk from the plant to the acceptance place designated by the Regional Postmaster General.
c. Merger by mailers of different varieties and classes of mailing pieces into direct sacks which could not be prepared if the pieces were mailed separately.
d. Unusual arrangements for which the Regional Postmaster General has obtained approval from the Office of Mail Classification, Rates & Classification Department.

145.9 EXPERIMENTAL NEGOTIATED PROCEDURES

Notwithstanding any other provision of the regulations of the Postal Service, the Office of Mail Classification may authorize contracts with individual mailers to provide for experimental methods of paying postage whenever the adoption of such methods would be in the best interests of the Postal Service. Such contracts may provide for surcharges to cover damages suffered by the Postal Service from the incorrect payment of postage.

Part 146

PREPAYMENT AND POSTAGE DUE

146.1 POSTAGE PAYMENT

.11 PREPAYMENT REQUIRED

Postage on all mail must be fully prepaid at the time of mailing, with the following exceptions:

a. Business reply mail, see 131.23, or metered reply mail handled as business reply mail, see 146.122.
b. Federal Government and free mail, see part 137.
c. Certain mail for the blind, see part 138.
d. Mail sent by members of the Armed Forces, see 131.7.
e. Letters and printed matter carried or delivered by vessels not regularly employed in carrying mail, see 131.8.
f. Keys and identification devices returned to owners, see 134.13.

.12 INSUFFICIENT PREPAYMENT

.121 Mail of any class, including that for which special services are indicated, received at either the office of mailing or office of address without any postage, will be endorsed *Returned for Postage* and returned to the sender without an attempt at delivery. If no return address is shown, or if the delivery and return address are identical, the piece will be disposed of in accordance with 159.4. (Note that letters, but not post cards, are to be sent to dead mail offices as prescribed in 159.41m.)

.122 Metered reply mail, which is prepared in accordance with 144.112, except for the mailer's inadvertent failure to imprint a meter stamp on the envelope, will be treated as business reply mail (see 131.23), and will be delivered upon payment of postage and the corresponding business reply fee specified in 131.233.

.123 Mail of any class, including that for which special services is indicated (except registered mail—see 161.31), received at either the office of mailing or office of address without sufficient postage will be:

a. Marked to show the total deficiency of postage and fees.
b. Dispatched promptly to the addressee by means of the regular or special service indicated.
c. Delivered to addressee on payment of the charges marked on the mail. When quantity mailings of ten or more pieces are received at the office of mailing without sufficient postage, the mailer will be notified, without charge, preferably by telephone, in order that the postage charges may be adjusted before the mail is dispatched.

.124 When the addressee refuses to pay the deficient postage, and when the mail is undeliverable for any other reason, it will be handled as follows:

a. First-class mail, including airmail, bearing a return address will be returned to the sender and delivered on payment by him of the deficient postage.
b. Mail other than first-class bearing a return address will be returned to the sender and delivered on payment by him of the total of the deficient postage, the forwarding postage, if any, and the return postage.
c. All mail that does not bear a return address will be disposed of in accordance with 159.4. (Note that letters, but not post cards, are to be sent to dead mail offices as prescribed in 159.41m.)

.13 POSTAGE ON MAIL INSUFFICIENTLY PREPAID

Postage stamps stuck to mail are canceled when the mail is first received in the post office. Postage stamps or meter stamps originally affixed to insufficiently prepaid mail will, when it is again presented for mailing, be accepted in payment of postage to the amount of their face value.

.14 CONTESTED CLASSIFICATION

.141 If a mailer disagrees with a classification decision made by a local post office, the decision may be appealed by the mailer, in writing, to the postmaster within thirty days. The postmaster will forward the appeal to his postal services center where a decision will be made on the appeal. An unfavorable decision by the postal services center may be appealed, in writing, within ten days following receipt of the decision. The appeal must be filed with the postmaster. The postmaster will forward the appeal to the General Manager, Domestic Mail Classification Division, U. S. Postal Service, Washington, DC 20260, for a final decision.

.142 Pending resolution of an appeal, the mailer may, by letter to the local postmaster, request to mail under a deposit arrangement. The mailer must deposit with the postmaster an amount adequate to cover postage at the higher rate. The difference between the amount deposited and a lower rate subsequently determined to be appropriate will be returned to the mailer if his appeal is sustained. If the appeal is denied, the deposit will not be returned; the applicable postage will be deducted from the deposit and entered in A/C 114 as postage revenue through the use of a postage-due invoice in lieu of postage due stamps. The customer will be requested to sign the invoice and will be given a duplicate. If a balance remains in the deposit after the postage has been deducted, it should be refunded if the customer so wishes.

146.2 MAILABLE MATTER NOT BEARING POSTAGE FOUND IN, PLACED UPON, ATTACHED TO, SUPPORTED BY, OR HUNG FROM, PRIVATE MAIL RECEPTACLES

.21 PENALTY

Whoever knowingly and willfully deposits any mailable matter such as statements of account, circulars, sale bills, or other like matter, on which no postage has been paid, in any letterbox established, approved, or accepted by the Postmaster General for the receipt or delivery of mail matter on any route with intent to avoid payment of lawful postage thereon, shall for each such offense be fined not more than $300.

.22 COLLECTION OF POSTAGE

.221 Except as permitted in 156.58, any mailable matter not bearing postage found in, or upon, or attached to, or supported by, or hung from, the private mail receptacles described in 151.11, is subject to the payment of the same postage as would be paid if carried by mail. When such matter is found, it will be dated, initialed, marked to show the address where it was found and taken to the post office. If general distribution of identical pieces has been made on a route, only two copies, each dated, initialed and marked with the address where found, should be taken to the office along with a written notation of the total number of identical pieces observed on the route. The postmaster shall have a memorandum prepared showing the details to support the claim of postage.

.222 If the person or firm or distributor responsible for, or who assists in, the impermissible use of the private mail receptacles is known, and is within the delivery area of the post office, the local postmaster shall make demand for the total postage chargeable on all pieces. If the pieces are found *in* the receptacles, the postmaster shall also inform the person or firm or distributor that the practice is a violation of the law. An equivalent amount of postage due stamps affixed to a sheet of paper and properly canceled as a receipt for money collected shall be given the person or firm. If payment is in form of uncanceled stamps or meter stamps, they will be affixed to a sheet, canceled and returned as a receipt for payment. No other receipt will be issued.

.23 REPORT TO OTHER OFFICE

If the person or firm or distributor responsible for the impermissible use of the private mail receptacles is located at another post office, send a sample piece with a report of the facts to the postmaster at that location with request that he take the action in 146.22.

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.24 REPEATED VIOLATIONS

If the person or firm or distributor responsible for the impermissible use of the private mail receptacles continues the impermissible use after having been notified that the use is impermissible, the postmaster shall submit a sample piece and a report of the facts (see 146.22) to the postal inspector in charge.

146.3 COLLECTION OF POSTAGE DUE

.31 UPON DELIVERY

Postage due mail is collected in cash only, prior to delivery to addressee. Exception: Postage on quantity mailings found in private mail boxes is collected as required in 146.22.

.32 BY ADVANCE DEPOSIT

If postage-due collections amount to approximately $10 or more every 60 days, payment may be made by advance deposits of money.

.33 RECEIVING DEPOSITS

Window clerks who receive money deposits must issue receipts on Form 3544 in triplicate. Send or hand the original to the customer, duplicate to the director, office of finance, chief accountant, or employee maintaining the cashbook, and triplicate to the clerk designated to process postage-due mailing for customers paying by advance deposits.

.34 HANDLING MAIL

To the maximum extent practicable, the clerk designated to process postage-due mail for customers who have made advance deposits shall not handle cash, including postage-due transactions. He must:

a. Be assigned a fixed credit of postage-due stamps or the use of a postage-due meter (see 144.834).
b. Maintain a record of deposits, withdrawals, and balances for patrons on Forms 25, *Trust Fund Account*.
c. Affix necessary postage-due stamps or meter impressions to mail.

.35 REPLENISHING FIXED CREDITS

The postage-due clerk will use Form 17, *Stamp Requisition*, marked *Advance Postage Due* to replenish his fixed credit, in the same manner as for other stamp fixed credits. Requisition may be scheduled on either a weekly or an accounting period cycle, based on need for stock replenishment and number of transactions.

.36 REPORTING TRANSACTIONS

.361 Clerks using postage-due stamps will prepare Form 3083, *Trust Accounts Receipts and Withdrawals*, each time they prepare Form 17. The entry on line 2 of Form 3083 must be the total of Forms 3544 received since

submission of the previous Form 3083. The entry on line 5 of Form 3083 must be identical to the requisition total shown on the related Form 17. Send Form 3083 to the director, office of finance, chief accountant or postmaster as appropriate.

.362 Clerks assigned a postage meter for affixing postage due will prepare Form 3602–PO at the close of their tour to account for the amount of impressions applied to postage due mail. They will also prepare Form 3083 as described in 146.361 except that the entry on line 5 must be identical to the amount of postage used on Form 3602–PO. Mark Form 3602–PO *Advance Postage Due*. Forward Forms 3083 and 3602–PO to the director, office of finance, chief accountant or postmaster as appropriate.

.363 Clerks obtaining postage-due meter impressions from another employee having custody of a meter will prepare Form 3083, entering on line 5 the amount of postage furnished. Give the Form 3083 to the employee accountable for the meter for use as a cash voucher and submission with the Form 3602–PO he prepares.

.37 PARCELS CONTAINING WRITTEN MATTER

At the office of address, parcels subject to postage due may be handled as follows:

a. Collect postage due for parcels containing nonpermissible written matter which is merely incidental to the entire contents at the following rates:

Difference between first-class rate and rate paid	*Postage-due charge*
$0.01–$0.25	Full amount
0.26–1.00	$0.25
1.01 or more	1.00

b. Collect at the first-class rate postage due on parcels consisting mainly of first-class matter.
c. Affix postage-due stamps for the amount received as prescribed under *a* or *b*, cancel stamps, and deliver parcel.
d. If postage-due charge is for unpaid first-class enclosure found in parcel, use Form 3751, *Notice of Unpaid Enclosure in Package*, to notify sender.

146.4 WHEN NOT TO COLLECT

.41 STAMPS LOST OFF MAIL

When it is apparent from the impression of a canceling stamp that a postage stamp has been wholly or partially lost, handle the piece as prepaid one full rate only.

.42 ADDRESSED TO POSTMASTER

Postmasters must not pay postage due on mail addressed to them in their official capacity. If the mail is of a personal character, postage-due charges must be collected before delivery.

.43 ADDRESSED TO REGIONAL OFFICE, POSTAL INSPECTOR IN CHARGE, AND POSTAL INSPECTORS

Deliver mail bearing postage-due charges and addressed to a regional office or addressed in their official capacity to postal inspectors in charge or to postal inspectors without collection of additional postage.

.44 ADDRESSED TO OTHER FEDERAL GOVERNMENT OFFICES

.441 *At Washington, D.C.*

Deliver any part-paid or unpaid letter addressed to any U.S. Government department or bureau at Washington, D.C., without collection of additional postage. Return mail to the sender if failure to prepay full postage appears intentional. Do not collect any postage due on other mail addressed to those Federal Government agencies listed in 137.231a.

.442 *At Places Other Than Washington, D.C.*

Do not collect any postage due on mail addressed to those Federal Government agencies listed in 137.231a. Postage due on mail for Government offices not listed in 137.231a must be collected by the postmaster making delivery.

.45 REGISTERED MAIL

Deliver registered mail, except that endorsed to show that it was registered in transit, without collection of postage due. Complete Form 3826, *Registry Irregularity Report*, and send it to the post office of mailing. The postmaster at that office must follow instructions on Form 3826 to account for the short payment. Collect postage due on matter registered at other than the mailing office.

146.5 POSTAGE-DUE STAMPS

.51 USE

Postage-due stamps are to be used to collect postage due on mail. Do not accept them in payment of postage. If no postage-due stamps are on hand, issue ordinary stamps. If you receive a letter mailed from another post office with only postage-due stamps attached and their value covers full postage charges, deliver it without collection of additional postage.

.52 WHEN TO AFFIX

.521 At City Delivery Offices

Affix postage-due stamps to postage-due mail received for delivery, unless addressee has filed a forwarding order, or delivery is to be made through lock boxes or general delivery, or unless there is good reason to believe the postage due will not be paid.

.522 At Other Offices

Do not affix postage-due stamps to mail of any class prior to delivery except as provided in 146.523.

.523 Rural Delivery At All Offices

Affix postage-due stamps to all classes of shortpaid mail and assign to the carrier for collection and delivery, including any shortpaid mail for customers of non-personnel rural stations and branches served by the carrier.

.53 WHEN TO CANCEL

Immediately after affixing.

.54 CHARGING OF STAMPS TO CARRIERS

.541 Due Bill

When postage-due mail is turned over to a carrier, he must sign a due bill, Form 3582–B, for the value of the stamps furnished or handle in accordance with 146.542.

.542 Advancing Amount

Carriers may make advance payments for postage-due stamps from personal funds, and a due bill need not be signed.

.543 Failure to Collect

The carrier must leave a notice on Form 3570, *Notice of Attempt to Deliver Mail*, if the deficient postage cannot be collected. Rural carriers who cannot collect without leaving the route must give notice on Form 3570. Return the mail to the post office for the prescribed retention period pending payment of postage due or directions for disposition.

.544 Settlement

When the carrier returns to the post office, he must account for the postage due collected or return undeliverable mail. He will then be given the due bill which he signed or any portion of the sum advanced.

.55 ON UNDELIVERABLE MAIL

.551 *Voiding Stamps*

Before mail to which postage-due stamps have been affixed is forwarded or returned to another post office or transferred for delivery from another unit, station, or branch of the same office, or when this mail becomes dead, mark the postage-due stamps *Voided*.

.552 *Disposal of Mail*

After the stamps have been voided, release the mail for dispatch in the regular manner, marked for forwarding or return. Dispose of dead mail as prescribed.

.553 *Mail Bearing Voided Stamps Received at an Office*

Treat mail bearing postage-due stamps marked *Voided* which is received at any office, station, or branch in the same manner as other postage-due mail.

.56 CLAIMS FOR VOIDED STAMPS

.561 *Individual Fixed Credits*

Keep a daily record on Form 25, *Trust Fund Account*, of amount of postage-due stamps voided. Once each quarter, or more frequently if quantity justifies, total the record and mark on Form 25: *I certify that postage-due stamps in the amount of $____ were voided by me.* The certification must be signed by the postage-due clerk and certified by a supervisor. Submit the Form 25 with damaged or redeemed stamp stock, listing the value on the reverse of Form 17, *Stamp Requisition*.

.562 *Post Office Accounts*

a. *Offices Authorized to Have Stamp Stock Destruction Committee*
   (1) Keep summary record of claims from postage-due clerks on Form 25.
   (2) Have destruction committee verify claims on Form 25 from postage-due clerks and destroy Forms 25. After witnessing verification and destruction of claims from postage-due clerks, each member of the committee must sign a statement on Form 3238, *Destruction Certificate*, certifying to total amount of postage-due stamps voided.

b. *Other Offices*
   (1) Send claims for voided postage-due stamps to the appropriate sectional center in accordance with the schedule in section 224.331, Fiscal Handbook F-1, *Financial and Cost Controls*. Include the value of the voided postage-due claims with that for nonsaleable stamp stock when computing minimum values for shipment. Package voided postage-due

claims separately from other stamp stock and mark the envelope or package *Voided Postage-Due Claims.*

(2) Prepare a separate destruction certificate, Form 3238, in accordance with instructions in section 224.332, Fiscal Handbook F-1. List claims for voided postage-due only. Do not list claims for voided postage-due on destruction certificates for any other type of stock.

c. *All Offices*

Enter amount in AIC 510(D) and submit Form 3238 with next statement of account.

146.6 QUANTITY MAILINGS SHORTPAID

.61 FIRST CLASS

Rate amount of postage due and handle as required in 146.31.

.62 OTHER CLASSES

.621 *Report to Mailing Office*

Report to postmaster at mailing office on Form 3750, *Notice of Shortpaid Mail*, receipt of other than first-class mail obviously representing a quantity mailing of similar pieces. Send a specimen with the report. Issue this report if you are the postmaster at office of address or at a large post office designated to distribute State mail.

.622 *Disposition*

After completing report mark the balance of mail *Form 3750 Sent*, and send the mail on for delivery without rating or collecting postage due. Postage due will be collected from mailer. See 146.624.

.623 *Repeated Errors*

When it is observed that shortpaid quantity mailings are repeatedly received from the same post office, send Forms 3750 and specimen pieces to the revenue protection officer in the region where the mailing office is located.

.624 *Collection of Postage Due At Mailing Office.*

When reports on Form 3750 are received, ascertain number of pieces in entire mailing and collect total postage due from the mailer. Affix to sheet of paper, cancel, and give to mailer postage-due stamps or postage-due meter stamps as a receipt for money collected. If payment is by uncancelled stamps or meter stamps, affix them to a sheet, cancel, and return as receipt of payment. Furnish no other receipt.

.625 *Disposition of Specimen Piece.*

Send the specimen piece under cover to postmaster at office of address for delivery.

Part 147

EXCHANGES AND REFUNDS

147.1 EXCHANGES OF STAMPS

.11 POST OFFICE MISTAKES.

Mistakes in selling damaged, defective, or otherwise unserviceable stamps may be corrected by the post office by exchanging stamps at full value.

.12 PURCHASER'S MISTAKES.

Mistakes made by purchaser in buying adhesive stamps of the wrong denomination or stamped envelopes or postal cards of the wrong kind, size, or denomination may be corrected by exchanging stamps at full value, provided mistake is discovered within 48 hours from time of purchase.

.13 UNSERVICEABLE AND SPOILED ENVELOPES OR CARDS AND UNUSED PRECANCELED STAMPS.

Unserviceable and spoiled stamped envelopes or postal cards, if uncanceled, and unused precanceled stamps and postal cards, may be exchanged for other postage-stamped paper as follows:

a. Stamped envelopes (mutilated no more than is necessary to remove contents), for postage value plus value of postage added as a result of rate increase or for additional service.

b. Unmutilated aerogrammes (air-letter sheets), for postage value less 1 cent for each aerogramme redeemed.

c. Unmutilated single and double postal cards, for 85 percent of postage value plus full value of postage added as a result of rate increase or for additional service.

(1) Either half of a double postal card may be redeemed if the double card has been printed and cut for use as single cards.

(2) Unused double postal cards printed for reply purposes should not be separated; however, if they have been separated in error, and the purchaser presents both halves, the cards may be redeemed.

(3) Reply halves of double postal cards that have been returned to sender outside of the mails are not redeemable by the original purchaser even though the reply half received no postal service.

d. Sheet postal cards spoiled in the process of cutting to size, for 85 percent of postage value plus full value of postage added as a result of rate increase or for additional service, if all cut sections are submitted.

e. Stamps affixed to commercial envelopes and post cards, for 90 percent of postage value. Envelopes and post cards must be in a substantially whole condition and in lots of at least 50 of the same denomination and value.

f. Unused precanceled stamps in full coils or in full sheets redeemed from precanceled permit holders, for 90 percent of postage value.

Stamped envelopes or aerogrammes (air-letter sheets) with a printed return address and postal cards with any printed matter of the purchaser, may be exchanged only by the purchaser. If there is no purchaser's printing, they may be exchanged by any responsible person. When redemption cannot be made at time of presentation, the postmaster will furnish a receipt on Form 3210 for uncanceled unserviceable or spoiled envelopes or postal cards or for unused precanceled stamps left in his custody.

.14 NONEXCHANGEABLE.

The following are nonexchangeable:

a. Adhesive stamps, unless mistakes were made in purchasing or stamps were defective or stamps were affixed to commercial envelopes and post cards.

b. Stamps cut from postal cards, stamped envelopes, or aerogrammes (air-letter sheets).

c. Parts and pieces of postal cards.

d. Postal cards, stamped envelopes and aerogrammes received for reply purposes.

e. Mutilated and defaced stamps.

147.2 REFUNDS

.21 CONDITIONS THAT JUSTIFY REFUND

.211 When postage or special service fees have been paid on mail for which no service is rendered, or collected in excess of the lawful rate, a refund may be made.

.212 The Postal Service is considered to be at fault and *no service is rendered* in cases involving returned articles improperly accepted in both domestic and international services because of excess size or weight.

.213 Mailers who customarily weigh and rate their mail are expected to be familiar with basic requirements and the Postal Service is not considered to be at fault when these mailers are required to withdraw articles from the mail prior to dispatch.

.214 See 147.232 and 147.25 for special provisions for refunding the postage value of unused meter stamps.

.215 A postage refund may be provided the sender for first-class, third-class single piece, and fourth-class mail torn or defaced during processing by the Postal Service to such extent that identification of addressee or intended delivery point cannot be made. This applies only when the failure to process and/or deliver is the fault of the Postal Service. Where possible, the damaged item should be returned with the postage refund endorsed as applicable under 333.264e. Submission of Form 3533, *Application and Voucher for Refund of Postage and Fees*, is not required.

.216 Requests for refunds which are questionable, or which cannot be processed in accordance with the provisions of this section (147.2) should be forwarded to the postal services center serving the office where the request originated. The postal services center postmaster will return the request along with his ruling to the office which submitted the request.

.22 APPLICATION

.221 Customers who wish to request a refund must submit an application on Form 3533 to the postmaster together with the envelope or wrapper, or the portion thereof having names and addresses of sender and addressee, canceled postage and postal markings, or other evidence of payment of the amount of postage and fees for which refund is desired.

.222 Requests for refunds for optional procedure mailings must be submitted to the regional director, finance department, who will forward them to the Director, Office of Mail Classification, for review.

.23 AMOUNT OF REFUND ALLOWABLE

.231 Refund of 100 percent will be made:

a. When the Postal Service is at fault.
b. For the excess when postage or fees have been overpaid the lawful rate.
c. When service to the country of destination has been suspended.
d. When postage is fire-scarred while in the custody of the Postal Service, including fire in letterbox, and the mail is returned to sender without service.
e. When special delivery stamps are erroneously used in payment of postage, and the mail is returned to the sender without service.
f. When fees are paid for special delivery, special handling, and certified mail, and the article fails to receive the special service for which the fee has been paid.

g. When surcharges are erroneously collected on domestic registered mail or collected in excess of the proper amount, or represented by stamps affixed to matter not actually accepted for registration.
h. For fees paid for return receipts or for restricted delivery when the failure to furnish return receipt or its equivalent, or erroneous delivery, or non-delivery, is due to fault or negligence of Postal Service.
i. For annual bulk mailing fee when no bulk mailings of third-class matter are made during the year for which the annual fee has been paid.

Subchapter 150 COLLECTION AND DELIVERY

Part 151

GENERAL

151.1 PRIVATE MAIL RECEPTACLES

.11 DESIGNATION AS AUTHORIZED DEPOSITORY

Every letterbox or other receptacle intended or used for the receipt or delivery of mail on any city delivery route, rural delivery route, star route, or other mail route is designated an authorized depository for mail within the meaning of 18 U.S.C. sections 1702, 1705, 1708, and 1725. For the purposes of 146.2, 151.12, 156.44 and 156.58, the post is not part of the receptacle.

.12 USE FOR MAIL ONLY

Except as provided in 156.58, the receptacles described in 151.11 shall be used exclusively for matter which bears postage. Therefore, other than as permitted in 156.58, no part of a mail receptacle may be used to deliver any matter not bearing postage. This applies to items or matter placed upon, supported by, attached to, hung from, or inserted into, a mail receptacle. Any mailable matter not bearing postage and found as described above is subject to the same postage as would be paid if it were carried by mail. See 146.2 for procedures to be followed.

151.2 LOCAL ORDINANCES AND STATE LAWS

Postmasters are expected to report to regional offices any contemplated action by local or State authorities to enact or consider enactment of local ordinances or State laws that would adversely affect operating costs or performance of postal service.

Part 152

WHO MAY CARRY LETTERS

152.1 PRIVATE EXPRESS STATUTES

By a group of laws known as the Private Express Statutes Congress has generally conferred upon the Postal Service the exclusive right to carry letters for others over post routes.

152.2 IMPLEMENTING REGULATIONS: *QUESTIONS ANSWERED ON PRIVATE EXPRESS STATUTES*

The Postal Service's regulations under the Private Express Statutes are published in the Code of Federal Regulations, 39 CFR Parts 310 and 320. These regulations take precedence over any inconsistent material in prior rulings and publications of the Postal Service, including Publication 111, *Restrictions on Transportation of Letters* (5th Ed. July 1967). The Postal Service has also published *Questions Answered on Private Express Statutes* containing answers to ten of the most frequently asked questions about the Statutes. Copies of the regulations or of *Questions Answered on Private Express Statutes* may be obtained from the Assistant General Counsel, Opinions Division, U.S. Postal Service, Washington, DC 20260.

152.3 GENERAL COVERAGE OF THE PRIVATE EXPRESS STATUTES

.31 DEFINITION OF *LETTER*

For purposes of the Private Express Statutes, a *letter* is defined as a message directed to a specific person or address and recorded in or on a tangible object. A *message* consists of any information or intelligence that can be recorded on tangible objects including, but not limited to, paper, in sheet or card form, recording disks, and magnetic tapes.

.32 EXCLUSIONS

Certain matter is excluded from the definition of the term *letter*, such as telegrams; checks and certain other instruments when shipped to, from, or between financial institutions; newspapers, and periodicals. (Other exclusions are described in the regulations.)

.33 PAYMENT OF POSTAGE

If the proper postage is paid, the letters may be privately carried without violating the Private Express Statutes. (The details to be complied with in cases of this kind are outlined in the regulations.)

.34 EXCEPTIONS

Letters may be carried privately and without paying postage under certain circumstances. The principal exceptions cover material transmitted with and relating exclusively to cargo; letters carried by the sender or the recipient, or by their regular salaried employees; and letters carried to or from a postal facility where they are to be or have been carried in the mail. (Details concerning these and other exceptions are found in the regulations.)

.35 SUSPENSION

A limited suspension of the Private Express Statutes permits the private carriage of certain defined data processing materials to and back from data processing centers, when the transmission is completed within 12 hours or by noon of the recipient's next business day, and when processing commences on materials sent to a processing center within 36 hours of receipt at the center. Carriers wishing to use this suspension to carry data processing materials for others must file a notice of their intention to operate on a form obtainable from the Private Express Liaison Officer, Customer Services Department, U.S. Postal Service, Washington, DC 20260. (Further details on this suspension are set out in the regulations.)

152.4 VIOLATIONS

Possible violations of the Private Express Statutes should be brought to the attention of the Inspection Service.

152.5 ADVICE ON THE MEANING OF PRIVATE EXPRESS STATUTES AND REGULATIONS

Members of the public and postal officials may obtain authoritative advice, including written advisory opinions, by contacting the Assistant General Counsel, Opinions Division, U.S. Postal Service, Washington, DC 20260.

Part 153

MAIL DEPOSIT AND COLLECTION

153.1 COLLECTION TIMES

Mail is collected in residential and business sections served by city carriers at times to connect with mail dispatches. Mail is also collected in business sections at frequent intervals to keep boxes from becoming overloaded and to provide an even flow of mail to the post office.

153.2 ORDINARY DEPOSIT OF MAIL

.21 POST OFFICES LOBBIES

Letter drops are provided in lobbies of all post offices for the deposit of mail.

.22 COLLECTION BOXES

Collection boxes for the deposit of mail are placed at convenient points in areas served by city carriers; at non-city-delivery offices in front of the post office quarters and in nonpersonnel rural stations and branches.

.23 RURAL BOXES

Mail on which postage has been paid may be deposited for collection in mailboxes on rural routes.

.24 VIM MAILROOMS

Mail may be deposited in bundle mail drops where provided. Otherwise, it may be left with the carrier on duty when the VIM call window is open.

153.3 DEPOSIT OF MAIL WITH EMPLOYEES

The following types of mail may be handed for dispatch to employees on duty in mobile units or transfer offices and at airport mail facilities. Unless acceptance has been prearranged and previously authorized by the postmaster, only parcels which may be opened for postal inspection in the presence of the mailer to determine mailability of contents may be accepted at airport mail facilities.

a. *First-Class Mail.* On which postage has been paid.

b. *Medicines and Serums.* Third- or fourth-class mail, presented by representatives of manufacturers or distributors of medicines or serums, when endorsed: *Emergency—This package has been weighed and bears necessary postage. Any additional postage found to be due is guaranteed by sender.*

Third- and fourth-class mail, other than that described and mail to be sent registered, insured, or COD, is not mailable with the employees identified above.

153.4 SEPARATION OF MAIL BY SENDER

Customers having large mailings should separate them into packages marked *Local* and *Out of Town*. These labels may be obtained from the post office.

153.5 RECALL OF MAIL

.51 WHO MAY RECALL MAIL

Mail deposited in a collection box or post office may be recalled on proper identification by the sender, by the parent or guardian of a minor child, or by the guardian of a person of unsound mind. Submit Form 1509, *Sender's Application for Recall of Mail*, obtainable at any post office, to the postmaster at the office of mailing. Postmasters at offices of address must comply promptly with recall requests from Federal Government executive departments or their regional offices. The requirement that the application for recall be made through the mailing office does not apply to official mail. File all applications for the recall of mail and related papers at the office of mailing.

.52 EXPENSES

The mailer must pay all expenses of recalling mail, including the cost of any necessary telegrams, and the regular rate of return postage (except for first-class mail, which is returned without additional postage).

.53 ORIGINAL POSTAGE

If mail recalled before dispatch is again presented for mailing, accept the original stamps for postage at face value. This does not apply to stamps in payment of registry, insurance, or COD fees.

.54 CARRIERS

Carriers or collectors will not return mail deposited in a letterbox from which collection is made by a post office employee or which has come into his custody in the performance of his official duties.

.55 REGISTERED MAIL

The customer will write or stamp *Withdrawn Before Dispatch* on his copy of the registered mail receipt, sign it, and surrender it. The customer's surrendered receipt will be attached to the post office copy. Write or stamp the same words on, and postmark the face of the article.

.56 TELEGRAM

If the mail has been dispatched from the mailing office, the postmaster at that office shall telegraph a request to the postmaster at the office of address for return of the mail. The mail shall be carefully described to identify it and prevent the return of any other mail. Dispatch particulars shall be furnished if they will be of assistance in locating the mail.

.57 RETURN

Return recalled mail to the mailing postmaster reenveloped or rewrapped under penalty indicia. The mailing postmaster must deliver it to the sender on payment of the necessary fees and any postage due. Registered mail shall be returned as official registered mail in a penalty envelope without charge for the registry fee. If the mail was delivered before the recall application or the telegram was received, make a report to the mailing postmaster who will inform the sender. Do not advise the addressee that mail has been recalled or that recall was requested.

153.6 MAIL CHUTES AND RECEIVING BOXES

.61 USE

.611 Mailing chutes and receiving boxes may be placed at the expense of the owner in public buildings, railroad stations, hotels, and business or office buildings of not less than 4 stories, and apartment houses of not less than 40 residential apartments. Buildings in which receiving boxes are located must be open to the general public, without restrictions, during the hours prescribed for mail collections. If the owner of a building does not desire to install a mail chute and receiving box, a receiving box only may be installed, provided the postmaster has determined it is necessary and has approved its installation.

.612 Mailing chutes and receiving boxes are intended for the deposit of first-class mail and small quantities of single-piece rate third class. Bulk rate mailings of third-class mail may not be deposited in mail chutes and receiving boxes.

.62 INSTALLATION, SPECIFICATION, AND MAINTENANCE

Requests for the installation of mailing chutes and receiving boxes must be approved by the postmaster and he must be furnished the contract and specifications for any proposed chute and box. The specifications for mail chutes and maintenance procedures are covered in Publication 16, *Mailing Chute Rules, Regulations, and Specifications.*

Part 154

CONDITIONS OF DELIVERY

154.1 DELIVERY TO PERSONS

.11 DELIVERY TO ADDRESSEE

The addressee may control delivery of his mail. In the absence of a contrary order, the mail is delivered as addressed. Mail addressed to several persons may be delivered to any one of them. The addressee may refuse to accept a piece of mail at the time it is offered for delivery. Also, he may request his postmaster in writing to withhold from delivery for a period not to exceed 2 years any foreign letter or printed matter bearing a specified name or address appearing on the outside. Such mail will be marked REFUSED by the post office and treated as undeliverable. After delivery, he may mark a piece of mail *Refused* and return it unopened to the mail, EXCEPT registered, insured, certified and COD mail may not be returned after delivery has been effected. Refused matter, including mail withheld from delivery in accordance with the addressee's request, will be treated as undeliverable. Where a person claiming to be the addressee of certain mail is unknown to the postmaster, the mail may be withheld pending identification of the claimant.

.12 DELIVERY TO PERSONS HAVING SIMILAR NAMES

Unless persons with similar names adopt some means to distinguish their mail, postmasters will use their judgment in making delivery.

.13 MAIL DELIVERED TO WRONG PERSON

A person receiving mail not intended for him should promptly return it to the post office endorsed *Opened by Mistake* with his signature, if the letter has been opened; otherwise it should be endorsed *Not for . . ., Not at this address,* etc.

.14 CHECKS ISSUED BY THE FEDERAL GOVERNMENT

.141 Federal Government checks will be delivered to the addressee, to persons who customarily receive his mail, or to other persons authorized in writing to receive his mail. Delivery will not be made to an attorney, claim agent, or broker even though the addressee requests such delivery unless the check is specifically addressed in care of the attorney, claim agent, or broker.

.142 If convenient, the addressee will be alerted by ringing the bell or knocking on the door. The carrier is not required to await a response.

.143 Delivery will be withheld and the check returned to the sender immediately, if it is known that the addressee:

a. Is deceased.
b. Has moved without filing a change of address even though the new address may be known.
c. Has reenlisted in the military or naval service.
d. Is under guardianship.
e. Is a widow who has remarried and the check is not addressed to her in her new name.

.144 Treasury checks enclosed in envelopes which do not indicate a date of delivery will be delivered on the first scheduled delivery after receipt.

.145 Treasury checks enclosed in envelopes which indicate a date of delivery will be delivered on that date or the first scheduled delivery after that date. In emergency or other infrequent situations, customers receiving delivery service may request pre-delivery of their mail at the office of delivery, providing withdrawal of the mail does not interfere with carriers' delivery schedules.

.15 CHECKS ISSUED BY STATE AND LOCAL GOVERNMENTS

State and local government checks will be handled in accordance with instructions printed on the envelopes. Certain of these checks have instructions not to transfer or forward. If undeliverable as addressed, such checks will be returned to the sender immediately.

.16 MAIL MARKED *IN CARE OF* ANOTHER

Mail marked *In Care of* another is delivered to the first of the two persons named who may call for it; or to the address of the person in whose care it is directed in the absence of instructions from the addressee.

.17 RESTRICTED DELIVERY

Registered, certified, numbered insured, and COD mail which the sender has restricted in delivery to the addressee only may not be delivered to any other person except as provided in 165.34.

.18 MAIL MARKED PERSONAL

Mail bearing the word PERSONAL is delivered in the same way as other mail for the addressee.

.19 HOLDING MAIL AT REQUEST OF ADDRESSEE

Ordinary mail, except first-class bearing return address of sender specifying a retention period, will be retained at the office of address at the request of the addressee for a period up to 30 days. Under unusual conditions, mail may be held for a longer period if the postmaster considers it practicable.

154.2 DELIVERY OF ADDRESSEE'S MAIL TO ANOTHER

.21 DELIVERY TO ADDRESSEE'S AGENT

.211 Unless otherwise directed, an addressee's mail may be delivered to his employee or to a competent member of his family. A person or a number of persons may designate another to receive their mail. Designation of another person to receive mail should be in writing, but no special form is furnished or required.

.212 When mail is to be delivered to a commercial mail receiving agency, Form 1583, *Application for Delivery of Mail through Agent*, must be signed by both the commercial agent and the addressee. The commercial agent must witness the signature of the addressee. The addressee shall be required to furnish two items of identification, the particulars of which shall be included on Form 1583. The original of the completed Form 1583 must be filed with the postmaster and a duplicate copy of the completed Form 1583 must be kept on file by the commercial agency. The original copy of Form 1583 will be filed without verifying the addressees shown thereon and without obtaining statements from the references given unless the postmaster is specifically requested to do so by the inspector in charge, or when there is reason to believe the mail will be, or is being, used for unlawful purposes. In consideration of delivery of the mail to the commercial agent, the addressee and the agent are considered to agree that:

a. No change of address order will be filed with the post office when the agency relationship is terminated;
b. The forwarding of mail intended for the addressee is the responsibility of the agent; and,
c. When remailed by the commercial agent, the mail is subject to payment of new postage since delivery is deemed to have been made when the mail was delivered to the commercial agent.

.22 MAIL ADDRESSED TO MINORS

A minor's guardian may control delivery of mail addressed to the minor. If there is no guardian, and the minor is unmarried, then the father or, if he is dead, the mother may receive delivery of the minor's mail.

.23 MAIL ADDRESSED TO INCOMPETENTS

Where a person has been legally declared an incompetent, his mail may be delivered under the order of his guardian or conservator. Where there is no legal representative, the mail is delivered as addressed.

.24 MAIL ADDRESSED TO DECEASED PERSONS

Federal Government checks addressed to deceased persons are returned to the mailing Federal agency. Mail other than Federal Government checks may be delivered to the executor or administrator. When there will be no court action on the deceased's estate, the mail may be delivered as agreed to by all the heirs.

154.3 JOINTLY ADDRESSED MAIL

.31 DELIVERY OF JOINTLY ADDRESSED MAIL

Where mail is jointly addressed, for example, *Mr. and Mrs. John Doe, John and Jane Doe*, neither party can control delivery of such mail over the objection of the other. Jointly addressed mail is delivered as addressed by the sender so long as one of the parties can receive it there, except that U.S. Government checks will be returned if either party is deceased.

.32 DELIVERY OF MAIL ADDRESSED TO HUSBANDS AND WIVES

Neither party may control delivery of mail addressed to the other. In the absence of instructions from the wife, her mail is placed with the husband's and delivered to him with his own.

154.4 DELIVERY TO OFFICIALS OR EMPLOYEES OF ORGANIZATIONS

.41 Mail directed to officials or employees of a governmental or private organization at the address of the organization will be delivered to the organization when such mail is claimed both by an officer or employee and by the organization. This also applies to mail addressed in this manner to former officials or employees.

.42 Mail addressed elsewhere to a public or private official by title or to the organization even though marked to the attention of a particular person or title will be delivered to the organization if it so directs.

154.5 DELIVERY TO OFFICIALS OR EMPLOYEES OF CORPORATIONS AND UNINCORPORATED FIRMS

.51 MAIL ADDRESSED TO CORPORATIONS is delivered as addressed or to an authorized agent. Where disagreement arises among corporate officers and others connected with the company, the mail is delivered in accordance with the order of the president of the corporation.

.52 MAIL ADDRESSED TO UNINCORPORATED FIRMS OR PARTNERSHIPS is delivered as addressed so long as the business is being conducted under the same name at the same address despite some members of the firm's breaking off relations.

c. Streets are paved or otherwise improved to permit travel of post office vehicles at all times without damage or delay.
d. Street signs are in place and house numbers displayed, where applicable.
e. Right-of-ways, turnouts, and areas adjacent to roads and streets are improved so that installation and servicing of boxes will not be hazardous to the public or postal employees.
f. Satisfactory walks for carriers where required.
g. Approved mail receptacles or door slots are installed at designated locations.

The requirements are essential to an efficient mail delivery service, and must be met before delivery is inaugurated in a community. In establishing delivery service, a combination of delivery methods should be considered to provide adequate service to all residential and business sections of a community. All establishments of delivery service must have final approval of the Regional Postmaster General or his designee.

155.2 DELIVERY EXTENSION REQUIREMENTS

Delivery service extension requirements are the same as those listed in 155.1 with the exception of paragraph a. Methods of delivery for extensions are furnished in regional instructions. Door delivery service must have the final approval of the Regional Postmaster General or his designee.

155.3 REQUESTS FOR DELIVERY SERVICE

Requests or petitions to establish, change or extend delivery service must be made to the local postmaster. No formal petition is required. Postmasters will forward requests or petitions to establish service to the postal official designated by the regional office with a statement indicating whether the requirements in 155.1 are met.

155.4 MAIL RECEPTACLES

.41 OBLIGATION OF CUSTOMER

Customers of the carrier delivery service must provide mail receptacles or door slots. Business houses are not required to provide mail receptacles or door slots if they are open and someone is on hand to receive the mail when the carrier calls. Where an office building is equipped with an elevator, carriers will deliver to individual offices, provided they are open when the carrier arrives. If they will not be open, mail receptacles or door slots must be provided.

.42 DOOR SLOT SPECIFICATIONS

The clear rectangular opening in the outside slot plate must be at least 1½ inches wide and 7 inches long. The slot must have a flap, hinged at the top if placed horizontally, and hinged on the side away from the hinge side of the door if placed vertically. When an inside hood is used to provide greater privacy, the hooded portion must not be below the bottom line of the slot in the outside plate if placed horizontally, or beyond the side line of the slot in the outside plate nearest the hinge edge of the door if placed vertically. The hood at its greatest projection must not be less than $2^{1}/_{16}$ inches beyond the inside face of the door. Door slots must be placed not less than 30 inches above the finished floor line.

155.5 OUT-OF-BOUNDS CUSTOMERS

Customers outside city delivery limits may be given delivery service if they erect boxes on the carrier's regular line of travel. Special delivery, parcel post, insured, certified, COD, and registered mail will be delivered to the residences of out-of-bounds customers, if the residences are not more than three blocks from the carrier's line of travel and passable walks have been constructed or the street is not impassable; otherwise, a notice will be left in the box requesting that the customer call for the mail. If an ordinary parcel is involved and it can be placed in the box, delivery will be made in that manner.

155.6 APARTMENT HOUSE RECEPTACLES

.61 REQUIREMENTS FOR DELIVERY

The delivery of mail to individual boxes in apartment houses, family hotels, residential flats, and business flats in residential areas containing three or more apartments having a common street entrance or common street number is contigent on the installation and maintenance of Postal Service approved mail receptables, one for each apartment, including resident manager and janitor, unless the management has arranged for the mail to be delivered at the office or desk for distribution by its employees. The cost of receptacles and their installation is paid by the owner of the building.

.62 ADDRESS NUMBER

The delivery of mail in a new apartment house where approved mail receptacles are installed at two or more entrances is contingent on assignment of a different address number to each entrance. The tenants' correct mailing address shall be the address of the entrance at which their mail receptacles are located.

.63 IMPROVED RECEPTACLES

Owners and managers of apartment houses, family hotels, and flats, equipped with obsolete apartment house mail receptacles are urged to install up-to-date and approved receptacles to assure more adequate protection to the mail of occupants. When these buildings are remodeled to provide additional apartments or when a material change in the location of boxes is made, they shall be equipped with approved receptacles.

.64 INSTALLATION, SPECIFICATIONS, AND APPROVAL

The conditions requiring installation, specifications for construction, installation procedures and approval procedures for manufacturers are covered in Publication 17, *Apartment House Mail Receptacles, Regulations, and Manufacturing Standards* (*Effective May 1, 1975*).

Part 156

RURAL SERVICE

156.1 RURAL STATIONS AND BRANCHES

.11 ESTABLISHMENT

Rural stations and branches, both personnel and nonpersonnel, are established and maintained in communities where a considerable number of people would be seriously inconvenienced if required to transact postal business with rural or star route carriers only, and where it is determined inadvisable to establish an independent post office.

.12 FUNCTIONS

.121 Personnel rural stations and branches accept, dispatch, receive, and deliver mail, including registered, insured, COD, and certified mail, issue money orders and sell stamps and stamped paper.

.122 Nonpersonnel rural stations and branches are self-service units which furnish essential mail services such as the collection and delivery of ordinary mail and sale of stamps. Services such as the sale of money orders, and the acceptance and delivery of certified, insured, registered, and COD mail are provided customers of nonpersonnel rural stations and branches by the rural carrier at the time he services the unit. Carriers are

156.4 PAYMENT OF POSTAGE

.41 ACCEPTANCE OF MAIL

.411 A rural carrier will accept any mailable matter, provided postage is fully prepaid or money equal to the required postage is furnished, unless the purpose of handling mail to the carrier for deposit into one office is to "boycott" another office or deprive it of legitimate revenue. During December customers are required to affix stamps to all greeting cards and letter mail.

.412 When a rural carrier finds unstamped mail in a customer's box and the required amount of money for postage, he will normally collect the mail and money and affix the necessary postage. The carrier has stamps, stamped envelopes, and postal cards for sale. For convenience and safety, customers who leave mail and money in rural boxes to be collected by the carrier should either wrap the money, place it in a coin-holding receptacle, or attach it to the mail by means of a clip or other fastener.

.42 POSTAGE UNCERTAIN

When mail is given to a rural carrier for mailing and he is unable to determine the postage, he will accept from the sender an amount sufficient to insure full payment of postage. On the next trip he will return to the sender any excess money.

.43 INSUFFICIENT POSTAGE

When mailable matter is deposited in a box and the required postage has not been paid nor sufficient money left to purchase stamps, the rural carrier will, when the identity of the sender is known, place in the box a notice that such matter cannot be dispatched until the necessary postage is paid. If the identity of the sender is unknown, the matter will be taken to the post office and treated as unpaid mail.

.44 MAILABLE MATTER NOT BEARING POSTAGE FOUND IN, OR PLACED UPON, OR ATTACHED TO, OR SUPPORTED BY, OR HUNG FROM, THE RURAL MAIL BOX

Follow the procedures in 146.2.

156.5 RURAL BOXES

.51 SPECIFICATIONS

.511 *Dimensions and Styles*

Three approved standard sizes and two styles of boxes are approved for use on rural routes:

Traditional and Contemporary Styles

Size	Inches (Approximately)		
	Length	Width	Height
1	19	6½	8½
1-A	21	8	[1] 10½
2	23½	11½	13½

[1] Optional letter slot.

In general, boxes may be constructed in any size between the maximum and minimum outside dimensions specified on approved drawings, provided the height, width, and length proportions and the general shape are maintained.

.512 *Drawings*

Construction standards and drawings for guidance in the manufacture of rural mailboxes may be obtained by writing to the Delivery Services Department, Operations Group, U.S. Postal Service, Washington, DC 20260.

.513 *Approval*

To secure approval of rural boxes, submit to the Delivery Services Department:

a. Not less than two complete boxes of each style made of exact materials, construction, coating, paint, etc., to be identical in every way with the boxes intended to be marketed. (Two boxes will be damaged during testing.)
b. The identification of all parts of the box, by material, alloy, heat treatment, and (for non-metallic parts) physical properties.
c. The complete composition, formula, and trade name and designation, of all paints and non-metallics.
d. A sample showing the marking required by 156.514.
e. A copy of the instructions required by section S–12 of the standards.
f. Color samples showing all color schemes expected to be used.
g. The boxes wrapped in the packaging proposed for shipping them.

Written notification of approval or disapproval, including reasons for disapproval, will be issued. All boxes submitted will be returned, including those damaged during testing, unless the Postal Service is authorized, in writing, to retain them.

.514 *Marking*

All boxes shall have the following inscription legibly embossed into the door of the box (after approval of the box): U.S. MAIL and APPROVED BY THE POSTMASTER GENERAL. The name of the supplier and the month and year of manufacture shall also be noted on the box, either by embossing in small letters on the rear of the box or by a permanent conspicuous marking on one inside wall of the box. This marking may be accomplished by embossing, stencilling, stamping, or a permanent-type decal. The address of the supplier may be included, if desired.

.515 *List of Approved Manufacturers*

Following is a list of manufacturers and suppliers of rural and contemporary-style suburban mailboxes whose samples have been approved by the Postal Service:

Babco Manufacturing, Inc.
11677 Sheldon Street
Sun Valley, California 91352
C

Chicago Heights Furnace
Supply Company, Inc.
96–104 East 22nd Street
Chicago Heights, Illinois 60411
1–1A–2

E. Z. Manufacturing Company
Springfield, South Dakota 57062
(Door Conversion Kit for No. 2)

Falls Stamping & Welding Company
Post Office Box 153
Cuyahoga Falls, Ohio 44222
1–2

Fulton Corporation
Fulton, Illinois 61252
1–1A–2–C

Gemini Industries, Inc.
140 Delawanna Avenue
Clifton, New Jersey 07014
1-1A

General Housewares Corporation
800 West Willard Street
Muncie, Indiana 47302
C

Hermitage Stamping Company
7119 Cockrill Bend Industrial Rd.
Post Office Box 7885
Nashville, Tennessee 37209
1

Jackes-Evans Manufacturing Company
11737 Administration Drive
Saint Louis, Missouri 63141
1–1A–2

Kelley Manufacturing Company
Los Angeles Division
5100 Santa Fe Avenue
Los Angeles, California 90058
1–2

Leigh Products, Inc.
Coopersville, Michigan 49404
C

Macklanburg-Duncan Company
Post Office Box 25188
Oklahoma City, Oklahoma 73125
1

Montgomery Ward & Company
619 West Chicago Avenue
Chicago, Illinois 60610
1–1A–2–C

Northwest Metal Products Company
Div. of Noll Manufacturing Company
Post Office Box 10
Kent, Washington 98031
1

Parker Mailboxes, Inc.
Route 14, Box 318R
Richmond, Virginia 23231
C

Premco Mfg. Co.
8482 Brown Street
Ottawa Lake, Michigan 49267
1

Remington Hardware Company, Inc.
351 West Broadway
New York, New York 10013
C

Sears, Roebuck & Company
925 South Homan Avenue, Dept. 609
Chicago, Illinois 60607
1–2–C

Southern Fabricators
Post Office Box 7321
Shreveport, Louisiana 71107
C

Steel City Corporation
Post Office Box 1227
Youngstown, Ohio 44501
1–1A–2–C

Superior Sheet Metals Inc.
3201 Roosevelt Avenue
P.O. Box 18173
Indianapolis, Indiana 46218
1–1A–2

Trend House, Inc.
1200 North Eighteenth Street
Post Office Box 4088
Monroe, Louisiana 71201
C–1–A

Waterloo Industries, Inc.
Post Office Box 209
Waterloo, Iowa 50704
C

1 Traditional Rural Box Size No. 1
1A Traditional Rural Box Size No. 1A
2 Traditional Rural Box Size No. 2
C Contemporary Style Suburban Box (also approved for use on rural routes)

.516 *Custom Built Rural Mailboxes*

Postmasters are authorized to approve rural mailboxes constructed by individuals, who for esthetic or other reasons do not wish to use an approved manufactured box. The custom-built box must conform generally to the same requirements as approved manufactured boxes relative to the flag, size, strength, and quality of construction

.52 PAINTING AND IDENTIFICATION

The Postal Service prefers that rural boxes and posts or supports be painted white, but they may be painted other colors if desired. Where box numbers are used, the box number must be inscribed in contrasting color in neat letters and numerals not less than 1 inch high on the side of the box that is visible to the carrier as he regularly approaches, or on the door if boxes are grouped. Where street names and house numbers have been assigned by local authorities, and the postmaster has authorized use of a street name and house numbers as a postal address, the house number will be shown on the box. If the box is located on a different street from the customer's residence, the street name and house number will be inscribed on the box. The placing of the owner's name on the box is optional. Advertising on boxes or supports is prohibited.

.53 POSTS AND SUPPORTS

.531 *Construction*

Posts or other supports for rural boxes must be neat and of adequate strength and size. They may not be designed to represent effigies or caricatures that would tend to disparage or ridicule any person. The box may be attached to a fixed or movable arm.

.532 *Newspaper Receptacles*

A receptacle for newspapers, not restricted to any one paper, may be placed above or below the box or on the post or support, provided it will not interfere with the delivery of mail, obstruct the view of the flag, or present a hazard to the carrier or his vehicle. The receptacle must not extend beyond the front of the box when the box door is closed. No advertising shall be displayed on the outside of the receptacle except that the name of a publication may be shown.

.54 LOCATION

Rural boxes must be placed so that they may be safely and conveniently served by carriers without leaving their conveyances, and must be located on the right-hand side of the road in the direction of travel of the carriers in all cases where traffic conditions are such that it would be dangerous for the carriers to drive to the left in order to reach the boxes, or where their doing so would constitute a violation of traffic laws and regulations. (EXCEPTION: See 156.312.) On new rural routes, all boxes must be located on the right of the road in the direction of travel of the carrier. Boxes must be placed to conform with State laws and highway regulations. Rural carriers are subject to the same traffic laws and regulations as are other motorists. Customers must remove obstructions, including snow, that make delivery difficult.

.55 GROUPING

Boxes should be grouped wherever possible, especially at or near cross roads, at service turnouts, or at other places where a considerable number of boxes are located. A simple and practicable support consists of a board erected on firmly planted posts.

.56 MORE THAN ONE FAMILY

More than one family, but not more than five families, may use the same box, provided a written notice of agreement, signed by the heads of the families, or by the individuals who desire to join in the use of such box, is filed with the postmaster at the distributing office.

.57 LOCKS

The use of locks on boxes is not required. If customers provide locks, the keys should be delivered only to the postmaster, who will assign them to the carrier. The carrier will unlock and lock the boxes when serving them. To facilitate the carrier's work, customers should, as far as practicable, adopt locks for each route of such pattern that a master key may be provided the carrier for unlocking the boxes.

.58 UNSTAMPED NEWSPAPERS

Rural boxes are to be used for mail only, except that publishers of newspapers regularly mailed as second-class mail may, on Sundays and national holidays only, place copies of the Sunday or holiday issues in the rural and star route boxes of subscribers, with the understanding that copies will be removed from the boxes before the next day on which mail deliveries are scheduled.

failure to fully prepay postage at the time of mailing will be collected from the sender when the undeliverable mail is returned. When first-class mail bearing the words *Address Correction Requested* is forwarded to a new address, the sender is notified on Form 3547, *Notice to Mailer of Correction in Address*, of the new address. The charge for this notice is 25¢.

.212 *Official Mail*

The treatment by classes prescribed in this section shall apply to official mail described in Part 137 except that no postage due will be rated or collected by post offices on delivery of mail or address correction notices.

.213 *Postal and Post Cards*

Undeliverable postal and post cards are handled as follows:

a. A card bearing the sender's address and the words *Return Postage Guaranteed* is returned without the reason for nondelivery endorsed thereon, and postage at the card rate is collected on delivery to the sender. The piece will be marked *Not Deliverable As Addressed—Unable to Forward.*
b. A card bearing the words *Address Correction Requested* is returned to the sender with the reason for nondelivery endorsed thereon. The card serves as the address correction notice. The charge for this notice is 25¢. There is not an additional charge for return postage.
c. If the full amount of card rate postage was not paid at the time of mailing, the amount of the deficiency is collected from the sender when the undeliverable card is returned.
d. When a card bearing the words *Address Correction Requested* is forwarded to a new address, the sender is notified on Form 3547, *Notice to Mailer of Correction in Address*, of the new address. The charge for this notice is 25¢.
e. Cards not bearing the words *Return Postage Guaranteed* or *Address Correction Requested* are disposed of at the post office where they become undeliverable.
f. When single cards and double cards without postage affixed to the reply portion bear the sender's return address and his guarantee to pay return postage, return to sender charged with postage due at the rate applicable to post cards.
g. Double cards having postage affixed to the reply portion, and bearing the sender's return address and his guarantee to pay return postage, must be:
   (1) Marked on the original portion for return to the sender and endorsed to show the reason for nondelivery.
   (2) Reverse folded so that address side of the reply portion is faced out,
   (3) Postmarked on the face of the reply portion, and
   (4) Returned without collection of additional postage.
h. Cancel or mutilate uncanceled stamps on cards before disposing of them as waste.

.214 *Letters Showing Return Address of Hotel or Motel*

a. *When to Return.* Return letters bearing:
   (1) The name of an individual in the return address.
   (2) A specific request for return as part of the return address.
   (3) The name of an office or officer as part of the return address, such as *Office of the Auditor, Cashier, President.*
b. *When Not To Return.* Do not return letters having only the name or name and address of a hotel or motel printed as an advertisement.

.215 *Opened by Mistake*

Return to the writer, without additional charge, fully prepaid undeliverable letters opened by mistake.

.22 SECOND-CLASS MAIL

.221 *Change in Local Address*

a. *Delivery for 3 Months.* When there has been any kind of a change in the local address, copies of second-class publications bearing the old local address shall be delivered to the new local address without charge for a period of 3 months even though the copies bear the request of the sender for return. The words *local address* as used in 159.22 mean any address served by the city, rural, or star carriers of any specific post office or a post office box or general delivery address at the post office. Form 3578, *Change of Address Notice to Publishers,* shall be furnished to the addressee at the new local address, and he shall be requested to use it promptly for furnishing the new local address to the sender. Form 3578 shall not be inserted in the copies but shall be delivered to the addressee separately from the copies.

b. *Procedure After 3 Months.* When copies bearing the old local address are received after a period of 3 months, the carrier or clerk serving the old address shall write the new local address, including ZIP Code number, on Form 3579, *Undeliverable 2d, 3d, 4th or Controlled Circulation Matter,* which shall then be affixed to the copies, envelopes, or wrappers, near but not over the old address. Address correction notices may be prepared on central-markup labels printed with the new address and ZIP Code number and may be affixed to the copies, envelopes, or wrappers in lieu of Form 3579 at post offices using the central-markup system. The copies shall then be delivered to the inquiry section or to the clerk designated by the postmaster to receive them. The portion of the page, envelope, or wrapper which bears both the old address, including ZIP Code number, if any, and Form 3579 or central-markup label shall then be cut or torn from the copies, envelopes, or wrappers, placed in an envelope, and mailed directly to the publisher, news agent, or other sender. The address on the envelope shall always include the name of the publication. Any number of address correction notices on Form 3579 or central-markup labels may be returned in one envelope. Each envelope shall be rated with postage due at the rate of 25 cents for each notice contained in the envelope. Copies bearing the old address which are received after the mailing of the notice shall be disposed of as waste. When the copies bear the request of the sender for return, the portion of the page, envelope, or wrapper shall not be detached, and after expiration of the 3 months' period each complete copy shall be returned to the sender, rated with postage due at the transient rate on each individually addressed copy or package of unaddressed copies and 25 cents for the notice on Form 3579 or central-markup label affixed thereto.

.222 *Undeliverable for Any Reason Other Than Change in Local Address*

When copies of second-class publications are undeliverable as addressed for any reason other than a change in the local address, the forwarding employee shall prepare Form 3579 or obtain a central-markup label and affix it to the first undeliverable copy, or its envelope or wrapper, near but not over the old address, and then deliver the copy to the inquiry section or to the designated clerk. If a new address has been entered on the form, the ZIP Code number for that address must be shown. If the copies do not bear the request of sender for return, the notice shall be mailed to the sender. Copies bearing the old address which are received after the mailing of the notice shall be disposed of as waste. When the copies bear the request of the sender for return, each complete copy, beginning with the first one undeliverable as addressed, shall be returned to the sender rated with postage due at the transient rate on each individually addressed copy or package of unaddressed copies and 25¢ for the notice on Form 3579 or central-markup label.

.223 *Pledge of Addressee to Pay Forwarding Postage*

When a change of address is other than a change of local address, and the addressee has filed a written guarantee either on Form 3575 or otherwise to pay forwarding postage, the copies of second-class publications bearing the old address shall be forwarded to the new address for a period of 3 months rated with postage due at the transient rate, computed on each individually addressed copy or package of unaddressed copies. Form 3578 shall be furnished to the addressee at the new address. If the addressee refuses to pay the postage due, the postmaster at the old address shall be requested by the postmaster at the new address to immediately discontinue forwarding the copies. When copies bearing the old address, but not the request of the sender for return, are received after the period of 3 months has expired, a notice shall be prepared and mailed to the sender. Copies bearing the old address which are received after the mailing of the notice shall be disposed of as waste. When the copies bear the request of the sender for return, each complete copy beginning with the first one bearing the old address received after the period of 3 months has expired, shall be returned to the sender rated with postage due at the transient rate on each individually addressed copy or package of unaddressed copies and 25¢ for the notice on Form 3579 or central-markup label.

.224 *Address Correction Information*

Publishers may place requests for change of address information on wrappers or envelopes containing copies of second-class publications. A statement reading substantially as follows may be printed on the wrappers or envelopes:

Moving? Send the address label with your corrections to: (Name and address of the publisher.)

.225 *Manner in Which the Request of the Sender Shall Be Shown*

The words *Return Postage Guaranteed* shall be printed on the envelopes or wrappers or on one of the outside covers of unwrapped copies, immediately preceded by the sender's name and address, including ZIP Code.

.226 *Failure to Follow Procedure*

When postmasters do not comply with the instructions in 159.22 their noncompliance should be brought directly to their attention by any postmaster who observes the noncompliance. In all cases where a change of address is not made by the sender within 3 months after the notice is sent on Form 3579 or central-markup label, the postmaster at the office of mailing shall be requested on Form 3538, *Irregular Handling of Undeliverable Second-Class or Controlled Circulation Publication,* to instruct the sender to make the change.

.227 *Canadian Publications*

The procedure prescribed by 159.221 through 159.223 shall be followed when copies of Canadian second-class publications are undeliverable as addressed.

.228 *Special Circumstances*

See 158.4 and 158.5 for instructions as to forwarding publications under the special circumstances described therein.

.23 CONTROLLED CIRCULATION PUBLICATIONS

Undeliverable copies mailed by a publisher will be treated as described in 159.221 through 159.224. The single piece third-class rate or the fourth-class rate according to the weight of each individually addressed copy or package of unaddressed copies is applicable, in addition to the 25-cent fee for Form 3579 or central-markup label, to each individually addressed copy or

package of unaddressed copies bearing the sender's pledge *Return Postage Guaranteed*.

.24 THIRD-CLASS MAIL

.241 *Return of Mail*

Undeliverable third-class mail bearing the words *Return Postage Guaranteed* will be returned to the sender and postage at the single-piece third-class rate will be collected on delivery. The piece will be marked *undeliverable as addressed*. The reason why the piece is undeliverable as addressed or the addressee's new address will not be endorsed on the piece.

.242 *Forwarding and Return of Mail*

Undeliverable third-class mail bearing the words *Forwarding and Return Postage Guaranteed* will be forwarded when the new address is known. Postage at the single-piece third-class rate will be collected from the addressee. If the addressee refuses to pay the forwarding postage, the piece will be returned to the sender who must pay postage at the single-piece third-class rate for its forwarding plus postage at the single-piece third-class rate for its return. If the piece cannot be forwarded because the new address is not known, it will be given the *Return Postage Guaranteed* service.

.243 *Address Correction Service*

The addressee's new address, or the reason why a third-class mailing piece is undeliverable if the new address is not known, may be obtained by the sender either independently of, or in combination with the return and forwarding services provided by 159.241 and 159.242. To obtain these services, the mailing piece must bear the words: *Address Correction Requested*, or *Address Correction Requested Return Postage Guaranteed* or *Address Correction Requested Forwarding and Return Postage Guaranteed*, according to the service desired. The following conditions govern these services:

a. A piece weighing 2 ounces or less bearing the words *Address Correction Requested* will be returned to the sender for a fee of 25 cents with the new address or reason endorsed on the piece.

b. When a piece weighing more than 2 ounces bears the words *Address Correction Requested*, Form 3579 or central-markup label will be used to notify the sender, for a fee of 25 cents. Form 3579 or central-markup label and the old address portion of the mailing piece will be prepared for mailing to the sender in an envelope, in the same manner address correction notices are prepared for mailing to second-class and controlled circulation publications. *Exception*: When address labels are affixed to plastic wrappers, or a window address format is used on a mailing piece, making compliance with the foregoing instruction difficult, substitute Form 3547 to provide the requested information.

c. When a piece weighing more than 2 ounces and bearing the words *Address Correction Requested Return Postage Guaranteed* or *Address Correction Requested Forwarding and Return Postage Guaranteed* must be returned to the sender by the post office of original address because the piece cannot be forwarded, Form 3579 or central-markup label will be affixed to the piece, and it will be returned to the sender for a fee of 25 cents for the address correction notice, plus the single-piece third-class postage for the piece.

d. When a piece of any weight bearing the words *Address Correction Requested*, *Address Correction Requested Return Postage Guaranteed*, or *Address Correction Requested Forwarding and Return Postage Guaranteed* is forwarded to the addressee in compliance with either the sender's or addressee's guarantee to pay forwarding postage (see 158.113), Form 3547 will be used by the forwarding post office to furnish the sender the new address for a fee of 25 cents.

.25 FOURTH-CLASS MAIL

.251 Undeliverable fourth-class mail will be handled according to the instructions in 159.24 for handling third-class mail weighing more than 2 ounces, except that fourth-class rates apply wherever third-class rates are mentioned. Address correction and return and forwarding services provided for third-class mail may be used for fourth-class mail.

.252 Return to the sender, or the person designated by him, undeliverable mail having obvious value or bearing the words *Return Postage Guaranteed If Undeliverable*. (If the mail bears instructions of the sender to destroy or abandon, follow the procedures in 159.257.)

.253 When fourth-class mail of obvious value bearing a postage meter stamp of a private meter user is received unaddressed and without return address and delivery cannot be made, return the piece to the mailing office. The office of mailing shall deliver the piece to the meter licensee on payment of the return postage.

.254 Compute and mark the charge on each piece. In determining the amount due compute postage at the applicable rate between the returning office and the office to which the piece is returned. If the piece has been marked to show that forwarding postage is due, add this amount to the return charge.

.255 When articles correctly prepaid at the rates in 135.123, 135.13, or 135.14 are returned, compute the return charge at the same rate or 25 cents, whichever is higher. For catalogs prepaid at the rates in 135.121, compute return postage at the rates in 135.123.

.256 If effort has been made to deliver a piece addressed for local delivery, do not return it to the sender without payment of the applicable charge.

.257 When undeliverable domestic ordinary, insured, or COD mail; or when undeliverable ordinary, insured, COD, or registered articles of domestic origin and foreign address bear instructions of the sender to abandon or destroy, hold for the prescribed retention period and then:

a. Strip the mail and dispose of the contents as prescribed in 159.72.

b. Notify the sender on Form 3858, *Notice of Undeliverable or Abandoned Mail*, relative to insured and COD mail only.

c. Treat packages of foods, drugs, and cosmetics in accordance with 159.28.

.26 AIRMAIL

Airmail weighing 10 ounces or less and priority mail (heavy pieces) will be returned by the same transportation as first-class mail at no additional charge. Priority mail (heavy pieces) includes all mail weighing over 10 ounces which has postage prepaid thereon at the rates provided by section 136.12.

.27 REGISTERED, CERTIFIED, INSURED, AND COD

.271 *Notice (Registered and COD Mail only)*

a. When registered mail is undeliverable as addressed and cannot be forwarded, a notice is sent to the mailer on Form 3858 showing the reason. By completing the form and returning it immediately in an envelope bearing first-class postage, the mailer may tell the postmaster what to do with the mail. Mail will be returned to the mailer if there is no response. The postage charge, if any, for returning the mail (but not registration or COD fees), will be collected from the mailer. EXCEPTION: When registered mail is addressed to a person who has moved and left no forwarding address, Form 3858 will not be sent, and the mail will be returned immediately to the mailer.

b. When, and only when, the mailer specifically so requests, Form 3849-D, *Notice to Sender of Undelivered COD Mail*, will be sent to the mailer in accordance with part 168.43. The mailer may then designate a new addressee or alter the amount of COD charges by submitting Form 3818, *Authorization to Change COD Charges or Addressee*, in accordance with

section 163.172. The article will be returned to the mailer at the end of the holding period if no response is received. The postage charge, if any, for returning the mail (but not registration or COD fees) will be collected from the mailer. *Exception:* When COD mail is addressed to a person who has moved and left no forwarding address, Form 3849-D will not be sent, and the mail will be returned immediately to the mailer.

.272 *Returning Registered, Numbered Insured, and Certified Mail*

Prepare the record on both sides of Form 3849 *Notice of Mail Arrival or Attempted Delivery*, or show disposition in Form 3850, *Record of Delivered Registered, Numbered Insured, Certified, and COD Mail*, if Form 3850 is used as the delivery record. File Form 3849. If a return receipt is attached, indicate the reason for non-delivery on the return receipt, initial the card, postmark the card, and *return the article to the mailer with the return receipt attached.* Return registered mail through the registered mail system.

.273 *Insured and COD Received Without Identification*

When insured or COD mail bearing a postage meter stamp or postmark is received unaddressed and without return address, open it to obtain the name and address of addressee or sender, if possible. When identification is not obtained but mailing office is known, send Form 3842 and hold parcel pending reply.

.274 *Returning COD Mail*

a. Enter on Form 3814. *Record of COD Parcels Held for Delivery;* Form 3814C, *Recording and Checking COD Parcels and Funds at Offices of the Second Class;* or Form 3850 all COD packages returned to the sender.
b. Packages marked *abandon* or *destroy* which have been improperly returned to the mailing office must be handled as prescribed in 159.257. Send a report of the irregularity on Form 3827, *Irregularity Report of Insured and COD Mail*, to the postmaster who returned the mail.

.28 DISPOSAL OF PERISHABLE MAIL, DRUGS, AND COSMETICS

.281 *Perishable Mail*

Undeliverable parcels containing perishable items that cannot be forwarded or returned before spoiling, and parcels of day-old poultry that cannot be delivered or returned within 72 hours after hatching, if salable will be disposed of by the postmaster to the highest bidder through competitive bidding. Sale by bid will not be made to the addressee. The postmaster will send the proceeds of the sale, less a commission of 10 percent (but not less than 25 cents), to the mailer, by postal money order, with an explanation of the action taken. The postal money order fee will be deducted.

.282 *Drugs*

Packages undeliverable to either the addressee or the sender that contain drugs will be destroyed. They will not be sold, donated, or retained as dead parcel post.

.283 *Cosmetics*

Packages undeliverable to either the addressee or the sender that contain cosmetics, such as soaps, perfumes, powders, home permanent waves, hand lotions, hand creams, after-shave lotions, and deodorant sticks or pastes, which bear no statements claiming medicinal properties, will be treated as dead parcel post. Lipsticks will be destroyed. If there is any question whether the use of a cosmetic might, as the result of deterioration or for other reason, jeopardize life or health, the article will be destroyed.

.284 *Prohibited Bidders*

Postal employees may not submit bids at sales of perishable mail.

.285 *Remittance and Commission*

Complete Form 3820, *Sale or Destruction of Perishable Mail*, in duplicate. Fix postage-due stamps representing the amount of the commission to the original Form 3820 to the sender, and cancel the stamps. Show on duplicate copy only the name and address of purchaser and retain on file.

.286 *Remittance by Money Order*

The money order should show the name of the postmaster at the office where the matter was sold, and not the name of the addressee, as the remitter.

.287 *Rightful Owner Not Known*

If in doubt as to the rightful owner of the proceeds, request instructions from the Office of Mail Classification, Rates & Classification Department. If possible to deliver the net proceeds to the rightful owner, hold the funds for 30 days. If unclaimed at the expiration of that period, account for the amount as *Miscellaneous Nonpostal* AIC 126.

.288 *No Bidders*

Deliver perishable articles that cannot be sold by competitive bidding to a local municipal authority for distribution to hospitals, asylums, or other charitable or reformatory institutions. If there is no such municipal authority, the articles may be delivered to any charitable institution or organization.

.289 *Other Disposal*

Destroy the contents if they spoil and become offensive or injurious to health. Notify the sender on Form 3820. Do not send perishable matter to a dead parcel post branch.

.29 DISPOSAL TO INSTITUTIONS

.291 *Food*

Usable food items treated as dead mail may be donated to charitable institutions, or public institutions supported in whole or in part by Federal, State, county, or municipal funds. These institutions include but are not limited to hospitals, asylums, and reformatories. The following conditions apply:

a. "Homemade" items must not be donated but must be destroyed. If any doubt exists as to whether an item is "homemade," the item shall be destroyed.
b. If the local municipal welfare department will assume responsibility for distribution of usable food items to eligible institutions, this method is preferred. Otherwise, postmasters shall equitably apportion the items among eligible applicant institutions.
c. The recipient must sign a release stating that the Postal Service is relieved of all responsibility connected with the food items or their subsequent use. Releases must be retained in post office files.
d. No selection shall be made by the receiving institutions as to the type quantity of food items to be accepted.
e. Food items must be called for as soon as possible. Postmasters may deliver these items, but only if unusual circumstances prevail.
f. Food items that cannot be disposed of by donation shall be destroyed.

.292 *Periodical Publications*

On request, copies of undeliverable newspapers, magazines, and other periodical publications may be furnished to reformatory institutions, hospitals, asylums, and other similar institutions which are organized for charitable purposes or which are supported in whole or part by Federal, State, or municipal funds, under the following conditions:

a. No additional clerical time shall be used in the post office over that required for disposal of the copies as waste material.
b. No selection shall be made by the receiving institutions as to character, quality, or type of publications to be furnished.
c. The receiving institutions shall call for the copies promptly after notification of their availability, or on a scheduled basis.
d. The receiving institutions shall be informed that this privilege is entirely at the option of the Postal Service and may be curtailed or discontinued at any time without notice.

.293 *Samples of Merchandise*

Dispose of undeliverable samples of merchandise sent for advertising purposes, which do not bear the words *Return Postage Guaranteed*, as follows:

a. Remove and destroy wrappers if that is practicable and can be accomplished without additional expense. Deliver impartially to charitable or reformatory institutions that promise their free distribution.
b. Dispose of, as waste, samples not suitable for distribution indicated in *a* except that anything of sufficient value to warrant the expense of transportation and handling must be sent to the proper dead parcel post branch without listing or recording.
c. Treat packages of foods, drugs, and cosmetics in accordance with 159.28.

159.3 RETENTION PERIODS

.31 ORDINARY MAIL

.311 Mail returnable under 159.21 through 159.26 is:

a. Returned immediately if refused by addressee.
b. Returned immediately if undeliverable when specifically addressed to a street, building, rural or star route, or post office box; except that when a customer moves without leaving a change of address, the mail will be held for 10 days awaiting a forwarding order. (Exception: See 154.143.) If no order is received in that time, the mail will be handled as undeliverable. However, this shall not preclude compliance with sender's request in accordance with 122.32.
c. Returned immediately, if undeliverable, when incompletely, illegibly, or incorrectly addressed and addressee is unknown. See 159.311d and e.
d. Retained in general delivery not to exceed 30 days, at request of sender, if addressed in manner to indicate addressee is expected to call for mail, or if addressee normally calls there for mail.
e. Retained as follows when not specifically addressed or when sender does not specify a retention period:
   (1) Five days if for delivery by village, rural, or star route carrier.
   (2) Ten days if intended for general delivery service at an office having city carrier service, except that the mail may be held up to 30 days if the addressee has given notice to the postmaster that he will be delayed in arrival.
   (3) Fifteen days if intended for general delivery service at an office not having city carrier service.

.312 Perishable items not marked to abandon that cannot be delivered before spoiling or day-old poultry that cannot be delivered within 60 hours after hatching are returned immediately, provided return to sender can be made prior to spoilage or within the 60 hour period.

.313 Mail addressed and deliverable to a post office box, except registered, certified, insured, COD, and perishable, will not be returned until box is declared vacant.

.32 REGISTERED, INSURED, COD, AND CERTIFIED MAIL

.321 Undelivered registered, insured, COD, and certified mail is retained for not less than 3 days, nor more than the periods specified in 159.322, 159.323, and 159.324.

.322 Registered mail is held up to 60 days if the sender so requests by endorsement on the mail. If the sender names no specific period, the mail will be held 10 days before return. *Exception:* If the postmaster believes he will be able to make delivery if the mail is held longer than 10 days, it may be held up to 60 days if written permission is obtained from the sender.

.323 Insured and certified mail is held a maximum of 15 days. It is held a lesser number of days if the sender so specifies.

.324 COD mail is held a maximum of 30 days. It is held a lesser number of days if the sender so specifies.

.33 SPECIAL DELIVERY AND SPECIAL HANDLING MAIL

Special delivery and special handling articles are held for the period specified in 159.31 or 159.32, except that requests for immediate return of special delivery mail will be honored.

159.4 DISPOSAL OF UNDELIVERABLE MAIL AND UNCLAIMED ARTICLES

.41 DISPOSITION OF MAIL

Mail undeliverable at the last office of address is disposed of as follows:

a. Postal and post cards or samples of merchandise are destroyed or sold immediately.
b. Printed matter, including circulars, greeting cards, newspapers, magazines, and other periodical publications, obviously without value, is disposed of as waste paper without examination of contents. This mail will not be torn or mutilated before being consigned to the general waste, except when necessary to prevent improper use. Such matter as redemption coupons and uncanceled postage stamps must be burned or mutilated to prevent improper use. Magazines shall not be separated from the general waste unless their separate bulk sale by contract as waste would result in a material advantage to the Postal Service by reason of the high quality of the paper. Under no circumstances may magazines or other periodical publications be sold at a per copy rate or at auction by the post office. Contracts negotiated for the disposal of waste should contain a provision prohibiting resale by the contractor of copies of magazines or other periodical publications to the public for reading purposes.
c. Domestic ordinary, insured, or COD articles bearing sender's instructions to abandon are disposed of immediately after expiration of the periods stated in 159.3.
d. Third-class mail of no obvious value (see 159.6) and without sender's request for return is disposed of as waste.
e. Insured and COD articles bearing sender's instructions to destroy will be destroyed.
f. Packages containing medicine, perishable articles, liquids, or other articles likely to injure employees, or damage equipment or other mail, or to attract pests, must be destroyed as soon as they are known to be undeliverable.
g. Letters from Canada or Mexico with return addresses are returned to the postmaster at the post office of origin.
h. Mail addressed to a deceased person. See 154.24.
i. Unclaimed franked mail from a Member of Congress, including that addressed under provisions of 122.442, and unclaimed official mail, including official reports and bulletins sent by State agricultural colleges and experiment stations, is returned to the postmaster at the office of origin if it is known. If office of origin is not known, the mail is sent to the post office at Washington, D.C. Undeliverable mail bearing return address of the White House, the Senate, or the House of Representatives, with or without postage stamps, is returned to the post office at Washington, D.C.
j. Santa Claus letters, with postage fully prepaid (or local unpaid or partly paid), with no identification of person for whom they are intended, are

sent to institutions or persons who may request them to use for exclusively philanthropic purposes. If there is no voluntary request, they are sent to the dead mail office.

k. An undeliverable letter bearing the return address of a hotel, motel, school, college, or other public institution printed on the envelope as an advertisement is sent to a dead letter branch for disposition unless the return address also includes the name or title of an individual or a printed or written request for return.

l. Undeliverable and nonreturnable mail containing firearms is handled in accordance with 159.721d.

m. Other mail, including first-class and airmail, bearing no return address or an identical return and delivery address is sent to a dead letter or dead parcel post branch for final disposition.

n. Coins should be stripped from undeliverable circulars and their value should be accounted for as *Miscellaneous Revenue*, A/C 40990.

.42 MONEY FOUND LOOSE IN THE MAIL

Dispose of money found loose in the mail as follows:

a. United States money found loose in the mail, unless identified with losses from mail or returned to its owner, must be promptly turned over to a supervisor. Amounts turned over must be recorded on Form 25, and the entry must be receipted by both the supervisor and the finder by initialling the entry. Funds may be retained by the supervisor until $1 or more has accumulated but should be remitted at least weekly. Funds remitted must be taken into A/C 40990.

b. Retain 30 days awaiting possible claim by the owners all foreign money and any United States money having unusual value, such as uncirculated coins, antiques, or collector's items if identified as such. If unclaimed after 30 days, dispose of it as follows:

(1) Send all Canadian money to the postmaster at Buffalo, NY 14203.

(2) Send all other foreign money to the postmaster at New York, NY 10001.

(3) Send U.S. money having unusual value to the postmaster at New York, NY 10001.

(4) Register money if the known or estimated value exceeds $10.

c. Keep an identifying record only when it may assist in returning the money to its owner.

d. If a valid claim is received for money found loose in the mail after it has been taken into the postal account, make refund from current funds and take credit in A/C 40980.

.43 UNCANCELED STAMPS FOUND LOOSE IN THE MAIL

.431 *Uncanceled Stamps Lost From Mail*

a. Reaffix to mail if possible; if not, drop in a slotted and sealed or locked container located on the workroom floor.

b. Destroy at least once a month by burning.

c. Make no record of these stamps.

.432 *Uncanceled Stamps Not Lost From Mail*

a. Place in an envelope and retain 30 days in the inquiry section of the main office if found at main office or at contract stations or branches; or in custody of the superintendent if found at classified stations and branches.

b. Make a descriptive record on the envelope only if it will assist in returning the stamps to the owner. If delivered to owner, take a receipt on the envelope.

c. If unclaimed after 30 days, destroy monthly at the place of retention in the presence of a witness designated by the postmaster. Keep a record of

The post offices at Memphis, TN 38101, and Philadelphia, PA 19104, act as dead parcel post branches for matter that becomes dead in their post office.

c. States and Territories served by each dead letter and dead parcel post branch are:

State or Territory	Dead letter branch	Dead parcel post branch
Alabama	Memphis, TN 38101	Atlanta, GA 30304
Alaska	San Francisco, CA 94101	San Francisco, CA 94101
Arizona	San Francisco, CA 94101	San Francisco, CA 94101
Arkansas	St. Louis, MO 63155	New Orleans, LA 70113
California	San Francisco, CA 94101	San Francisco, CA 94101
Colorado	San Francisco, CA 94101	San Francisco, CA 94101
Connecticut	Boston, MA 02100	Boston, MA 02100
Delaware	Philadelphia, PA 19104	New York, NY 10001
District of Columbia	Washington, DC 20013	Washington, DC 20013
Florida	Atlanta, GA 30304	Atlanta, GA 30304
Georgia	Atlanta, GA 30304	Atlanta, GA 30304
Guam	San Francisco, CA 94101	San Francisco, CA 94101
Hawaii	San Francisco, CA 94101	San Francisco, CA 94101
Idaho	San Francisco, CA 94101	San Francisco, CA 94101
Illinois	Chicago, IL 60607	Chicago, IL 60607
Indiana	Cincinnati, OH 45234	Cincinnati, OH 45234
Iowa	St. Louis, MO 63155	Chicago, IL 60607
Kansas	Wichita, KS 67202	Saint Louis, MO 63155
Kentucky	Cincinnati, OH 45234	Cincinnati, OH 45234
Louisiana	Dallas, TX 75221	New Orleans, LA 70113
Maine	Boston, MA 02100	Boston, MA 02109
Maryland (Eastern Shore)	Washington, DC 20013	New York, NY 10001
Maryland (except Eastern Shore)	Washington, DC 20013	Washington, DC 20013
Massachusetts	Boston, MA 02109	Boston, MA 02109
Michigan (Lower Peninsula)	Chicago, IL 60607	Chicago, IL 60607
Michigan (Northern Peninsula)	Minneapolis, MN 55401	St. Paul, MN 55101
Minnesota	Minneapolis, MN 55401	St. Paul, MN 55101
Mississippi	Memphis, TN 38101	New Orleans, LA 70118
Missouri	St. Louis, MO 63155	St. Louis, MO 63155
Montana	San Francisco, CA 94101	San Francisco, CA 94101
Nebraska	Wichita, KS 67202	Omaha, NE 68102
Nevada	San Francisco, CA 94101	San Francisco, CA 94101
New Hampshire	Boston, MA 02100	Boston, MA 02109
New Jersey	Philadelphia, PA 19104	New York, NY 10001
New Mexico	San Francisco, CA 94101	San Francisco, CA 94101
New York	New York, NY 10001	New York, NY 10001
North Carolina	Atlanta, GA 30304	Washington, DC 20013
North Dakota	Minneapolis, MN 55401	St. Paul, MN 55101
Ohio	Cincinnati, OH 45234	Cincinnati, OH 45234
Oklahoma	Wichita, KS 67202	Fort Worth, TX 76101
Oregon	San Francisco, CA 94101	San Francisco, CA 94101
Pennsylvania	Philadelphia, PA 19104	New York, NY 10001
Puerto Rico	San Juan, PR 00902	San Juan, PR 00902
Rhode Island	Boston, MA 02109	Boston, MA 02109
Samoa	San Francisco, CA 94101	San Francisco, CA 94101
South Carolina	Atlanta, GA 30304	Atlanta, GA 30304
South Dakota	Minneapolis, MN 55401	St. Paul, MN 55101
Tennessee	Memphis, TN 38101	Atlanta, GA 30304
Texas (except zips 79830-79999)	Dallas, TX 75221	Fort Worth, TX 76101
Texas (zips 79830-79999)	San Francisco, CA 94101	San Francisco, CA 94101
Utah	San Francisco, CA 94101	San Francisco, CA 94101
Vermont	Boston, MA 02100	Boston, MA 02109
Virginia (except Accomack and Northampton Counties)	Washington, DC 20013	Washington, DC 20013
Virginia (Accomack and Northampton Counties)	Washington, DC 20013	New York, NY 10001
Virgin Islands	San Juan, PR 00902	San Juan, PR 00902
Washington	San Francisco, CA 94101	San Francisco, CA 94101
West Virginia	Washington, DC 20013	Washington, DC 20013
Wisconsin	Minneapolis, MN 55401	St. Paul, MN 55101
Wyoming	San Francisco, CA 94101	San Francisco, CA 94101

.73 TREATMENT AT DEAD MAIL OFFICE

a. Mail is examined and opened when necessary to find the name and address of the sender or addressee.

b. A fee of 20 cents is charged for delivery to sender or addressee of each letter and first-class parcel opened in the dead mail office.

c. If the sender or addressee cannot be identified, the following retention periods are observed:

(1) Letters of domestic origin with enclosures of value, 1 year.
(2) Other letters, none.
(3) Letters containing merchandise, and third- and fourth-class mail containing valuables (including first-class mail not in the form of a letter, addressed to another country), 60 days: if posted in violation of law or treaty, 6 months.

d. Dead mail that cannot be delivered to addressee or sender is destroyed or sold.

e. Uncanceled postage stamps or stamped paper, which has been used for postage, will not be removed or salvaged in any manner. If mail bearing uncanceled postage is to be forwarded, returned, filed, or sold under the provisions of 159.7 or 159.8, the postage stamps or stamped paper will be canceled in accordance with 332.2. If mail bearing uncanceled postage is to be destroyed under 159.7 or 159.8, the destruction will include the affixed postage.

f. Follow procedure below for delivery of returned dead mail:
(1) *Confidential Treatment.* Treat this mail as if under seal. Maintain the strictest secrecy as to its contents.
(2) *Forwarding.* Forward if necessary to another post office under the same class as received. Appropriately endorse Form 4914, *Transmittal Letter To Deliver Dead Letters*, accompanying the mail and forward it with the mail.
(3) *Disposal If Undeliverable.* If the mail cannot be delivered within a reasonable time after return from the dead mail branch, endorse the reason for non-delivery on the form which accompanies the mail. Return the mail and form to the sending dead letter or dead parcel post branch under the same class by which received.

g. For registered mail:
(1) When received under registered cover, handle in the inquiry section or in some other section by an employee specifically designated by the postmaster. Do not allow the registry section to open and dispose of this mail.
(2) If the address is supplied, reregister to the rightful owner under the local registry number and charge the dead-letter fee (see 159.747) plus the minimum registry fee.
(3) Enter the registry number on the form which accompanies the dead mail. File the form.
(4) Register when forwarding or returning.

.74 TREATMENT OF DEAD MAIL IN DEAD LETTER BRANCHES

.741 *Opening Letters*

The dead letter branches dispose of dead first-class letters. Dead letters are opened at dead letter branches in an attempt to determine the name and address of the sender so that his property may be returned. Only those employees especially designated to open dead letters shall be allowed to treat such matter and then only under proper supervision. Do not ordinarily use substitute employees in dead letter branches.

.742 *Letters Which Can Be Returned to Sender or Forwarded to Addressee*

Return dead letters to the sender or, when the opening of the letter reveals the correct name and address of the addressee and the name and address of the sender is not found, forward the letter to the addressee; except:

a. Destroy any letter which contains advertising matter obviously of no value to the sender.

b. Send all domestic letters, registered or ordinary, containing money or valuable enclosures *returnable to a foreign address*, after recording when required, to the Postmaster, Dead Letter Branch, Washington, DC 20013.

Subchapter 160 SPECIAL MAIL SERVICES

Part 161

REGISTERED MAIL

161.1 DESCRIPTION

.11 WHY MAIL IS REGISTERED

Registered mail provides added protection for valuable and important mail plus evidence of mailing and delivery and indemnity in case of loss or damage.

.12 WHAT MAY BE REGISTERED

All mailable matter prepaid with postage at the first-class, airmail, or priority rates. Stamps or meter stamps must be attached representing all postage and fee charges. Business reply mail may not be registered unless postage and all fees are fully prepaid.

.13 WHERE TO MAIL

Registration may be obtained by presenting mail to:

a. *Post Offices and Their Branches and Stations.* Postmasters will accept mail of unusually high value only at the main office or larger branches and stations.

b. *Rural Carriers.* Mail and cash may be left in a rural box. Any change will be handed to the sender or placed in an envelope and left in the box on the carrier's next trip. Responsibility will not be assumed for articles or money until a receipt is issued. No responsibility will be assumed for any change placed in the box.

c. *Nonpersonnel Rural Stations and Branches.* Customers must meet the rural carrier at the nonpersonnel rural station or branch to have mail registered.

.14 REGISTRATION NOT AVAILABLE

Mail will not be registered if:

a. Placed in street letterboxes or in mail drops in post offices.
b. Addressed to post offices to which it cannot be transported with safety.
c. Not properly prepared. See 161.3.
d. Two or more articles are tied or fastened together, unless enclosed in the same envelope or wrapper.

.15 ADDITIONAL SERVICES

.151 *Registered COD*

Combined registry and COD service is available. The regular registered mail fees apply plus the collection charge specified in 161.21. The mail must conform with registered mail and COD service requirements.

.152 *Return Receipts*

The sender may obtain a return receipt, Form 3811, by paying fees, in addition to the registration fee and postage, as outlined in 165.2.

.153 *Restricted Delivery*

Restricted delivery may be obtained as set forth in 165.3 and by the payment of additional fees as provided in 165.32. For circumstances under which restricted delivery may be accomplished by delivery to other than to the addressee, see 165.34.

161.2 FEES AND LIABILITY

.21 FEES

Value	Fees (in addition to postage)	
	For articles not covered by commercial or other insurance	For articles also covered by commercial or other insurance
$0.00 to $100	$2.10	$2.10
$100.01 to $200	2.30	2.30
$200.01 to $400	2.60	2.60
$400.01 to $600	2.90	2.90
$600.01 to $800	3.20	3.20
$800.01 to $1,000	3.50	3.50
$1,000.01 to $2,000	3.80	$3.50 plus handling charge of 25 cents per $1,000 or fraction over first $1,000.
$2,000.01 to $3,000	4.10	
$3,000.01 to $4,000	4.40	
$4,000.01 to $5,000	4.70	
$5,000.01 to $6,000	5.00	
$6,000.01 to $7,000	5.30	
$7,000.01 to $8,000	5.60	
$8,000.01 to $9,000	5.90	
$9,000.01 to $10,000	6.20	
$10,000.01 to $1,000,000	$6.20 plus handling charge of 25 cents per $1,000 or fraction over first $10,000.	
$1,000,000.01 to $15,000,000	$253.70 plus handling charge of 20 cents per $1,000 or fraction over first $1,000,000.	$253.25 plus handling charge of 20 cents per $1,000 or fraction over first $1,000,000.
Over $15,000,000	Additional charges may be made based on considerations of weight, space, and value.	

ADDITIONAL SERVICES	Extra fee (cents)
COD COLLECTION CHARGE (Maximum amount collectible is $300)	85
RESTRICTED DELIVERY	60
RETURN RECEIPTS:	
Requested at time of mailing:	
Showing to whom and when delivered	25
Showing to whom, when and address where delivered	45
Requested after mailing:	
Showing to whom and when delivered	45

.22 POSTAL INSURANCE LIABILITY

.221 *Without Other Insurance*

Postal insurance covers value up to the maximum of $10,000, except as provided in 161.223.

.222 *With Other Insurance*

Postal insurance liability is limited to a maximum of $1,000. Whenever postal insurance and other insurance both apply to the first $1,000 of value

.47 WHEN NOT DELIVERED

The addressee may be required to call at the post office for registered mail if its delivery by a carrier would not be safe.

161.5 PROCEDURES AT MAILING OFFICE

.51 ACCEPTING

.511 *Endorsing*

Stamp each article on the left portion of the face side with the regulation rubber stamp *Registered No.* _____. Enter the registration number. Endorse articles too small to accommodate the official endorsement with the letter *R* followed by the registration number.

.512 *Assigning Registration Numbers*

Number the articles and receipts consecutively. Retain mailing office records in numerical order. File records of firm registrations to permit ready identification in case of inquiry or claim. Assign blocks or series of numbers as follows:

a. At all post offices having stations or branches, assign blocks of registration numbers for the main office and each station and branch. The number blocks should approximate the annual number of window registrations at the points involved. Repeat the series of numbers when the last number is used.
b. All other post offices use a series of numbers approximating the annual volume of window registrations. Repeat the series when the last number is used. Keep the number of digits in the number series to a minimum.
c. Assign blocks of registration numbers to firm mailers, keeping the number of digits to a minimum. Use Form 3857, *Assignment of Number Blocks for Registered, Insured, Certified, and COD Mail.* If prefixes have been used or assigned to firms, take action, on a gradual basis if considered necessary, to reassign blocks of numbers without prefixes. This instruction regarding prefixes does not apply to a few of the larger post offices to which special authority has been granted for the limited use of prefixes
d. In areas where carriers are required to accept mail for registration, assign 100 numbers to each carrier. For rural carriers, use the route number as the first number of the series.

.513 *Issuing Receipts*

Issue receipts on the following forms:

a. Form 3806 (offices with 190 or more revenue units). Prepare duplicate for your record. After the four receipts on the sheet are issued, detach entire sheet of carbon entries and file.
b. Form 3805 (offices with less than 190 revenue units; also offices with 190 or more revenue units, and stations and branches where volume is small). Follow instructions on cover page of form.
c. Form 3877 (firm mailing bill) when senders use this form. See 161.35. Check articles against entries on the form. If sender does not want to wait for descriptive receipt, issue bulk receipt on Form 3824, check mailing, and issue regular receipt later. Use Form 3876, *Notice of Firm Mailer—Incorrect Fees,* to notify firm mailers of payment of incorrect fees or surcharges.
d. Special firm mailing bills or recapitulation sheets, which have been approved by the Office of Mail Classification, Rates & Classification Department, Washington, DC 20260.
e. Form 3896, *Carrier Registration Book,* issued by carriers to senders of registered mail. Carrier must not assist in preparation and sealing of such letters. Carriers must deliver the registered mail to the postmaster or his

representative. When a rural carrier accepts mail for registration and it is addressed for delivery on his route, he may deliver it before returning to the post office. The carrier must cancel postage stamps at time of delivery. He must enter the disposition of the mail on the receipt (Form 3896) and also obtain the signature of the postmaster or station superintendent on it.

f. If the carrier loses his registration books or is unable to account satisfactorily for missing receipt, report facts immediately to the postal inspector in charge.

g. If requested to do so by the sender, show on the mailing receipt and post office record the time the article was accepted for mailing. Write the time in ink above the postmark block on individual receipts or next to the space for the name of the accepting employee on firm mailing bills.

.514 *Postmarking.*

Postmark letters twice on the back on the crossing of the upper and lower flaps or, if paste-on return receipts are used, postmark partially on the receipt and partially on the flaps of the letter. Postmark packages sealed with paper strips across opposite edges of the strips. Use additional postmarks if this would make rifling more difficult. Postmark on the address side registered mail sealed on the address side. When large mailings consist of letters, containing written or printed matter of little value, the envelopes may be postmarked once on the back by running them through a canceling machine. Postmark once on the back of the tag of sack jackets.

.515 *Canceling Stamps.*

Cancel the postage stamps, using rubber or hardwood canceler.

.516 *Free Return Receipts*

Do not charge for return receipts for free registered mail of the Postal Service. Use such receipts only when it is essential that a signed receipt be on file at the mailing post office. Do not request return receipts for official post office remittances or postal supplies.

.52 PREPARING FOR DISPATCH

.521 *Rotary Lock Pouches.*

Process registered mail for dispatch in rotary-lock pouches as follows:

a. Use rotary-lock pouches when quantity or bulk of mail justifies, except when dispatch is to be made by air. (See 161.8.)

b. Bill rotary-lock pouches to offices having rotary lock keys. Enter the following information on bill Form 3852, 3853, or 3854, with ball point pen:

(1) Lock and rotary number.
(2) Bill and page number, if necessary.
(3) Destination of dispatch.
(4) Time and means of dispatch, if considered necessary.
(5) Postmark on bill and coupon. Mobile unit clerks may use their stamps as a postmark.
(6) Registration numbers and post offices of origin of individual articles. ZIP Code or an abbreviation of the office of origin may be used.
(7) APO or FPO numbers will be used as the office of origin on military mail originating from overseas military post offices.
(8) Numbers and offices of origin of jacket envelopes, and fixed and rotary-lock numbers and offices of origin of rotary-lock pouches.
(9) If the Form 3830–A covering a rotary lock pouch is completed by the person who made up the inner bill of the pouch, the control number from Form 3830–A may be entered on the office copy of the

.883 *Missing Dispatch Bill*

Make a bill and send it to the original office, if known. If the original dispatch office is unknown, send the bill to the general manager, logistics division.

161.9 SPECIAL INSTRUCTIONS

.91 OFFICES WITH 950 OR MORE REVENUE UNITS

.911 *Registry Section*

a. *Transfer from Opening Unit.* Transfer mail to other units as follows:

(1) *City or Local Delivery.* Backstamp these articles. Postmark envelopes once over intersection of the flaps. Send registered mail to carrier cage and get a receipt on Forms 3852, 3853 or 3854. Show the registration numbers of all articles. No receipt is required if there is no separate cage.
(2) *Transit Pouches and Jackets.* Send to the outgoing or dispatch cage Get a receipt on the incoming bill if there is a separate cage. Use a separate form or back of incoming bill if you have a large number of pouches and jackets.
(3) *Transit and Station Articles.* Transfer to the dispatch unit to be included in outgoing dispatches.
(4) *Valuable Mail.* See 161.932. Place in vault or safe for safekeeping awaiting delivery or dispatch. If it will be delivered or dispatched in a short time, place it in a pouch or jacket promptly. This mail must be receipted for by signing opposite each valuable article listed on the incoming bill. You may bracket all valuable articles and sign only once.

b. *Transfer from Acceptance or Delivery Windows.* Transfer mail to other units without receipt except when:

(1) Valuable mail is transferred from acceptance window. See 161.932. Get receipt on office record Form 3806 or firm mailing bill.
(2) Separate dis and city cages are operated. Get receipt for articles of ordinary value to be forwarded or returned. Use Forms 3852, 3853, or 3854.
(3) Acceptance or delivery window is in a separate cage. Get receipt. Use Forms 3852, 3853, or 3854.
(4) Registered articles are sent to dead letter section. Window clerk must get receipt on Form 3849.

c. *Record of Employees.* Keep a record of employees working in the registry section each day. Use Form 1625, *Record of Entry to Registry Section or Distribution Units Thereof.* Keep a separate record of employees detailed to that section. Employees in charge of, or working in the valuable cage or vault, must record time of entering and leaving the valuable cage or vault. Use Form 1625.

.912 *Stations and Branches*

a. *Mail Received from Main Office.* Check articles received in pouches. Report to supervisor of the station or branch and supervisor in charge of main registry section any shortage or surplus. Endorse bill and coupon to show discrepancies. Mail coupons signed by both supervisor and opening clerk showing discrepancies to the official in charge of main registry section. Separate registered articles for desk delivery and for carrier delivery.

b. *Mail Dispatched to Main Office.* Bill as instructed in 161.52.

.92 ARTICLES INTENDED FOR REGISTRATION FOUND IN THE ORDINARY MAIL

.921 Register articles marked for registration found in ordinary mail which are not endorsed *Not in the Registered Mail* if postage and fees have been fully prepaid. Endorse article *Found in ordinary mail.* Mail registration receipt and Form 3892 *Notice of Registered Mail Found in Ordinary Mail,* to

sender. Show on post office registration record when and by whom the article was removed from ordinary mail. Endorse articles not fully prepaid *Not in the Registered Mail* and dispatch as ordinary mail.

.922 Mobile unit clerks who find in the ordinary mail an article intended for registration which is not marked *Not in the registered mail* shall mark it *Found in the ordinary mail* and postmark it. When dispatching the article, it must be listed on the dispatch bill by office of origin, if known, and the letters FOM (found ordinary mail) must be entered on the bill in the column for the registration number. The article will not be numbered. The first post office to which the article is dispatched must register it and send Form 3892 to the sender with the registration receipt. Any postage due shall be rated for collection from the addressee.

.93 PROTECTION

.931 *All Registered Mail*

a. Keep registered mail separate from ordinary mail, except as provided in 161.524 and 161.72.

b. Handle registered mail at all times so that individual responsibility can be fixed, consistent with instructions in this part.

c. Whenever practicable, keep registry activities separate from the workroom floor and other service areas having personnel not charged with registered mail.

d. In post offices where registry activities are limited in scope and include service windows, wire screen partitions are not considered necessary to separate the activities from the workroom floor and other service areas. Acceptable security in present facilities usually may be obtained by using standard furniture items to separate the activities, or by using counter-high partitions.

e. Where service counter activities are combined, registered mail must be handled at all times in such a manner that individual responsibility for the registered mail can be fixed.

f. At post offices requiring a separate registry unit on the workroom floor, provide an operating area enclosed with wire screen partitions. If the screen partition does not extend to the ceiling, a top must be provided.

.932 *Internal Protection*

a. *Stationary Units*

The following special rules apply only to internal handling in a stationary postal unit. The term *valuable* as defined in (2) is not to be used as a guide to dispatching or to carrier delivery.

(1) Provide a safe, vault, separate cage, or locked container. Assign an employee or employees to be responsible for valuable registered mail. Do not permit other employees to have access to this unit.

(2) Determine on the basis of local conditions the value of registered mail considered to warrant transfer to the valuable unit while awaiting dispatch or delivery. This value is not to be less than $1,000. This determination is the responsibility of the postmaster.

(3) Transfer valuable mail to and from the valuable unit by receipts showing the number and office of origin of individual pieces or full particulars of rotary-lock pouches. Keep a record on Form 3853 or 3854 of the valuable articles and pouches on hand in the unit.

(4) While registered mail is in the valuable unit, use Form 3810, *Reminder Record*, in the dispatch or delivery sections as a reminder, unless other approved methods of identifying articles held in the valuable unit are in effect.

(5) At offices operating on a tour basis which have a separate valuable cage, make a balance at the end of each tour. The balance will cover only the registered articles in the valuable cage. Use Form 3875, *Daily Balance, Registry Section*, for this purpose. The employee in charge of the valuable unit must obtain a receipt for the valuable articles from the responsible employee in the succeeding tour. Tour receipts must be approved and filed by the supervisor.

(6) Report serious discrepancies in handling valuable registered mail to the postal inspector in charge or to the local postal inspector, by telephone or telegraph.

b. *Railway Post Offices and Storage Cars*

(1) Registered mail should be handled in railway post office cars, except when the volume is greater than can be accommodated in the available space. Registered pouches known to contain coin, currency or bullion should be handled in railway post office cars at all times unless other arrangements have been made and approved by Headquarters.

(2) When destination storage cars are operated in RPO trains, and a sufficient quantity of registered mail to justify a distinct separation is regularly available, consideration may be given to establishing a rotary locked car. The general manager, logistics division, shall conduct such investigation as necessary to determine that proper protection will be given with a substantial reduction in the number of handlings enroute. An appropriate recommendation, outlining the pertinent facts and cost factors and coordinated with the regions concerned, shall be submitted to Director, Logistics Office, Mail Processing Department. If approval is given for this dispatch, the cars shall be billed through to destination with sufficient copies of the bills to allow each clerk to retain a receipted copy without rebilling.

(3) When the volume of rotary lock pouches and outside registered articles is too great for accommodation in RPO cars, but it is not practicable to establish a rotary locked storage car or to use alternate routings, this mail except coin, currency, or bullion, shall be handled in a storage car adjacent to the RPO car. It shall be carefully separated from other mail and piled in such a manner that rotary locks are readily accessible for checking in transit. The mobile unit supervisor shall take precaution to insure that unauthorized persons cannot gain access to this mail in transit.

(4) Do not deliver registered mail to railroad employees or to mail carriers except as authorized.

.933 *Hand-to-Hand Exchanges*

a. Exception to the rule in 161.521c(13) is allowed when the volume of rotary-locked pouches is greater than can be reenclosed in approximately 10 iron-lock pouches for a particular surface dispatch. Rotaries may then be dispatched outside and a hand-to-hand exchange made.

b. When hand-to-hand exchanges are necessary more than 50 percent of the time between mobile units or between any mobile unit and post office at end of run, the director, logistics division, will authorize hand-to-hand exchange on a daily basis. He will authorize the postmaster to make the arrangements for hand-to-hand delivery.

c. When hand-to-hand delivery is made less than 50 percent of the time and a mobile unit employee must perform this service, he will be given additional credit. He must forward the coupon of the manifold bill receipt to his mobile unit section to certify his time. The coupon must show postmark of receiving unit, time of receipt, and name of employee to whom the registers were delivered.

.934 *Postal Employees Responsibility*

Postmasters and other postal employees will be held personally responsible for the wrong delivery, depredation on, or loss of any registered mail due to negligence or disregard of instructions.

.935 *Inspection of Damaged Mail*

To comply with the instructions concerning sanctity of the seal on first-class matter, damaged registered articles must not be examined any more than necessary to determine the extent of the damage.

Part 162

INSURED MAIL

162.1 DESCRIPTION

.11 PURPOSE

The sender may obtain payment for loss of, rifling of, or damage to domestic mail by having it insured.

.12 CLASSES OF MAIL TO WHICH APPLICABLE

.121 Third- and fourth-class mail.

.122 Airmail which contains third- or fourth-class matter (may contain incidental first-class enclosures). Sealed envelopes should be endorsed *Contains Third-Class Mail* or *Contains Fourth-Class Mail*.

.123 Official Government mail bearing *Postage and Fees Paid* endorsement.

.124 The mail must bear the complete names and addresses of sender and addressee.

.13 NOT ACCEPTABLE FOR INSURANCE

.131 Parcels containing matter offered for sale, addressed to prospective purchasers who have not ordered or authorized their sending. If such matter is received in the mail, payment will not be made for loss, rifling, or damage.

.132 Nonmailable matter.

.133 Articles that are so fragile as to prevent their safe carriage in the mail regardless of packaging.

.134 Articles not adequately prepared to withstand normal handling in the mail, see part 121. As a general rule, any package that is mailable should be insurable.

162.2 FEES AND LIABILITY

.21 FEES (IN ADDITION TO POSTAGE)

Liability	*Fee*
$0.01 to $15	$0.40
15.01 to 50	.60
50.01 to 100	.80
100.01 to 150	1.00
150.01 to 200	1.20

Liability for insured mail is limited to $200

.22 PAYMENT OF FEES AND POSTAGE

Insurance fees must be paid in addition to the postage. The mailer guarantees to pay return and forwarding postage unless he writes instructions on the wrapper or envelope not to forward or return the mail.

162.3 ADDITIONAL SERVICES

.31 RESTRICTED DELIVERY

Restricted delivery may be obtained as set forth in 165.3 and by the payment of additional fees as provided in 165.32. For circumstances under which restricted delivery may be accomplished by delivery other than to the addressee, see 165.34.

.32 RETURN RECEIPT

The sender may obtain a return receipt, Form 3811, by paying the required additional fee as provided in 165.2.

162.4 MAILING

.41 WHERE TO MAIL

Mailers must mail parcels that they insure at a post office, branch, or station, or give them to a rural carrier. They must not be deposited in mail drops at post offices, nor in or on street mail boxes. They must not be left on, but may be placed in, rural mail boxes.

.42 INQUIRY AS TO CONTENTS AND PREPARATION

The postal employee at the window is required to ask whether the package presented for insurance contains fragile, perishable, or flammable matter. If the package does not contain such matter and to all outward appearances is adequately prepared, no further inquiry as to contents will be made. If the package contains such matter, detailed inquiry will be made to determine whether contents are admissible in the mail and are adequately packed.

.43 INDIVIDUAL RECEIPTS FOR MAILING

Mailers are issued a receipt for each insured parcel mailed on one of the following forms:

a. Form 3813, *Receipt For Domestic Insured Parcel*, when the package is insured for $15 or less.
b. Form 3813–P, *Receipt For Insured Mail, Domestic-International*, when the package is insured for more than $15.

The post office keeps no record of the mailing of insured packages. Mailers must enter the name and address of the addressee on the receipt and retain it. Mailers must exhibit the receipt if claim for loss is made. The receipt should be shown if an inquiry is filed. A telephone request for inquiry is acceptable if the mailer can furnish particulars of mailing from his receipt. A temporary receipt showing only the total number of parcels accepted may be issued when a large number of articles are mailed. The permanent receipt will be issued as soon as possible.

.44 FIRM MAILINGS

.441 *Firm Mailing Books*

Mailing books, Form 3877, are furnished without charge to customers who mail an average of three or more parcels at one time. Spaces are provided for entering the description of parcels to be insured. Any alterations must be initialed by the mailer and accepting employee. The sheets of these books become the senders' receipts. The books must be presented with the parcels to be mailed. Following are instructions for their use:

a Parcels to be insured for $15 or less are not to be numbered and should be listed on separate sheets or grouped together. Prepare one copy only.
b. For parcels to be insured for more than $15, the postmaster will assign a series of numbers. The mailer must number the articles and the items in the book to correspond.
c. The parcels must be conspicuously endorsed with the stamped or printed official insurance endorsement.
d. All entries made in firm mailing books will be made by typewriter, ink, or ball-point pen. All unused portions of the *addressee* column will be obliterated by drawing a diagonal line through the unused portion.

162.6 RECEIPTS

.61 UNNUMBERED PACKAGES

Unnumbered packages will be delivered as ordinary mail.

.62 NUMBERED PACKAGES

Postal employees will take signed receipts for the delivery of numbered packages on the following forms:

a. Form 3849, when delivery is made by carrier, and window delivery at post offices with 190 or more revenue units.
b. Form 3850, Form 3849, for window deliveries made at post offices with 189 or fewer revenue units.
c. Form 3883, when addressees regularly receive an average of three or more packages at one time.
d. Also, Form 3811, *Return Receipt*, when this service is requested by the sender.

162.7 INTERNAL CONTROLS

.71 FIRM MAILINGS

Accept large mailings of packages from reliable firms as follows:

a. Count the packages when they are received.
b. Check your count against the total number of packages listed on the mailing bill.
c. Receipt the mailing bill and return it to the mailer if your count and the total number on the bill are the same.
d. Check 5 percent of a representative mailing once each month to determine whether the correct postage and fees have been paid and whether the packages are correctly listed on the mailing bills.
e. Issue a temporary receipt on Form 3824 for the total number of packages received when your count is not the same as the total on the mailing bill. Check the entire mailing as soon as possible to determine which listed packages are not received. Correct the mailing bill and return it to the mailer.
f. Postmark each package unless meter postage is used.

.72 FILING OF DELIVERY RECORDS

File delivery records as follows:

a. File Form 3849 in the consolidated file, with those for registered and certified mail, by the last two digits of the insurance number. If quantity accumulated over the filing period is less than 200, use last digit only for breaking file. When the number is not entirely legible, file the receipt alphabetically by the name of the addressee. File Form 3883, *Firm Delivery Bill*, alphabetically by the name of the addressee or by the date of delivery.
b. Delivery receipts for numbered insured packages returned to senders may be kept separately from delivery receipts covering packages delivered to addressees.

.73 CHECK OF RECORDS

To make sure that delivering employees are obtaining the required delivery receipts and that receipts are properly filed, offices having carrier delivery service should:

a. Make a selective check at least quarterly, including a check of firm delivery bills. Use Form 3871, *Receipt Verification—Insured Mail*.
b. Keep a record for 1 year, showing dates of the selective checks and results of the checks.

.74 DISPATCH FROM POST OFFICES

Dispatch insured mail as ordinary mail. Handle it as ordinary mail while it is in transit.

Part 163

COD MAIL

163.1 DESCRIPTION

.11 PURPOSE

Customers may mail an article for which they have not been paid and have the price and the cost of the postage collected from the addressee when the article is delivered. This is collect-on-delivery or COD service. The amount collected is returned to the mailer by a postal money order. The fees for COD service include insurance against loss, rifling, or damage to the article and failure to receive the amount collected from the addressee.

.12 MAIL WHICH MAY BE SENT COD

First-, third-, and fourth-class matter may be sent as COD mail.

.13 CONDITIONS

.131 The mail must bear the complete names and addresses of sender and addressee.

.132 Amount collected from the addressee will not exceed $300.

.133 The amount to be collected or the amount of insurance coverage desired, whichever is higher, determines the COD fee.

.134 The sender guarantees to pay any return postage unless otherwise specified on the mail.

.135 The goods shipped must have been ordered by the addressee.

.14 PROHIBITIONS

COD service cannot be used for:

a. Collection agency purposes.
b. Return of merchandise about which some dissatisfaction has arisen, unless the new addressee has consented in advance to such return.
c. Sending only bills or statements of indebtedness, even though the sender may establish that the addressee has agreed to collection in this manner. However, when a legitimate COD shipment consisting of merchandise, bill of lading, etc., is being mailed, the balance due on a past or anticipated transaction may be included in the charges on a COD article, provided the addressee has consented in advance to such action.
d. Parcels containing moving-picture films mailed by exhibitors to moving-picture manufacturers, distributors, or exchanges. Such parcels may be sent as insured mail, or, if sealed, by first-class registered mail.

.15 RESTRICTIONS ON COD SERVICE TO MILITARY INSTALLATIONS

COD service is not available for articles having an APO or FPO designation as part of the address, including official shipments and shipments to Armed Forces agencies.

.16 SERVICE WITH U.S. POSSESSIONS AND TERRITORIES

There is no COD service with the Canal Zone, or Canton Island.

.17 ADDITIONAL SERVICES

.171 *Restricted Delivery*

Restricted delivery may be obtained as set forth in 165.3 and by the payment of additional fees as provided in 165.32. For circumstances under which restricted delivery may be accomplished by delivery other than to the addressee, see 165.34.

.172 *Alteration of COD Charges or Designation of New Addressee*

The sender of a COD package may alter the COD charges or direct delivery to a new addressee by filing a request with the postmaster at the office of mailing on Form 3818, *Authorization to Change COD Charges or Addressee* and paying the fee listed for this service in 163.21. The postmaster will send the directions to the office of delivery by telegram if the sender pays the costs.

.173 *Notice to Sender*

Senders desiring a notice of undelivered COD mail must request Form 3849–D *Notice to Sender of Undelivered COD Mail*, by endorsement on the address label. This request must appear conspicuously, directly under the return name and address of the sender, and separate from any other instructions, as follows:

FORM 3849–D REQUESTED

A mailer's request may include directions to send the notice to the mailer or to his representative. When the mailer's representative is designated, the representative's name and local or nearby address must be shown in a bordered space with instructions, reading: *"Do not deliver to mailer's designated representative without collecting COD charges,"* or *"Deliver without collecting COD charges to mailer's designated representative."* The notice will be sent in accordance with 163.511.

.174 *Registered COD Mail*

Sealed domestic mail of any class bearing postage at the first-class rate may be sent as registered COD mail. Such mail is handled the same as other registered mail. The maximum amount of charges collectible on a parcel is $300, but additional indemnity may be obtained over $300 up to the regular registry limit of $10,000 by payment of a higher fee. Registered COD mail is subject to a handing charge applicable to other registered mail, except that the basis of the handling charge is the amount by which the declared actual value of the article exceeds the limit of liability covered by the fee paid. Envelopes used as covers must not be smaller than 4 x 7¾ inches.

.18 DELAYS IN REMITTANCE

Mailers should be encouraged to report instances in which there has been undue delay in receiving money orders in payment for COD parcels. The mailer should normally receive payment within 45 days of the day of mailing (75 days for parcels sent by surface ocean transportation). Delays in excess of these periods should be reported to the local postal inspector-in-charge giving the date of mailing, parcel number, address of delivery, date payment was received, and the number and date on the payment money order. Payments not received within these periods may be considered a loss for purposes of filing a claim in accordance with Part 164.

163.2 FEES

.21 IN ADDITION TO POSTAGE

Amount to be collected or insurance coverage desired	COD fees
$0.01 to $10	$0.85
$10.01 to $25	1.05
$25.01 to $50	1.25
$50.01 to $100	1.45
$100.01 to $200	1.65
$200.01 to $300	1.85
Restricted delivery	$0.60
Notice of nondelivery	.25
Alteration of COD charges or designation of new addressee	.50

.22 PAYMENT OF FEES AND POSTAGE

Fees and postage must be prepaid. If the mailer includes in the charges to be remitted the postage and fee prepaid, the COD fee will be based on the total COD charges, which include the postage and fee.

163.3 MAILER PRINTED TAGS

.31 APPROVAL

Many mailers use specially designed and privately printed COD tags which may offer advantages in processing economies or in advertising value. Such economies can often be realized by computer oriented firms when the computer can prepare the tag, develop the equivalent of Form 3877, *Firm Mailing Book for Registered, Registered COD, and Certified Mail*, and also routinely provide a numerical listing of all parcels returned by the Postal Service. Mailers desiring to print their own labels should consult printers capable of printing business forms meeting the requirements of these regulations. COD tags must be submitted to the Office of Mail Classification, Washington, DC 20260 through the local postmaster for approval before printing.

.32 BASIC TAG REQUIREMENTS

.321 Tags may be similar in design to tags provided by the Postal Service, or may be of a multi-layer design if each layer fulfills the function of a part of the tag provided by the Postal Service. COD tags must meet the requirements of this section by July 1, 1975.

.322 Tags shall, as a minimum, contain the equivalent of Form 3816a–L, *Tag for COD Articles*, or Form 3816a–S, *COD Card for Use on Sealed COD Parcels*, provided by the Postal Service; i.e., the delivery office coupon, containing name and address of addressee and mailer, the charges and fees, space for postmarks, and space for the addressee's signature, space for the date of delivery, and space for the signature of the delivery employee and the delivery employee's coupon. A remittance coupon to be returned to the mailer with the money order, may also be included.

.323 To facilitate filing and retrieval at the delivery office, the delivery office coupon should be the approximate size of the Postal Service tag (min: 3" x 3", max. 3.5" high x 4") and have space for the COD article number at the top of the tag.

.324 Tags must be conspicuously marked *COD*.

b. At offices with 949 or fewer revenue units record particulars of unidentified loose tags on Form 3850 or 3814-C in the same manner as incoming COD packages. Add a notation *Loose Tag*.
c. If a loose tag is found in transit and it cannot be connected with the package, send it to the postmaster at the office of address for handling in accordance with these instructions.

.65 PROTECTION

Accord COD mail every reasonable safeguard. Prevent access to the mail by unauthorized persons. Keep such mail in locked cabinets, if available.

.66 PARCELS BEARING TAPE-ON TAGS

When tape-on tags, Form 3816a–S, have been used on the parcels, fasten the loose ends down before the parcels are forwarded or returned.

.67 RETURNED COD

Make a selective check to determine that receipts are being obtained for returned COD's, except where such items are listed on firm delivery bills at the post office before being given to carriers. Use Form 3871.

163.7 SPECIAL INSTRUCTIONS

.71 OFFICES WITH 950 OR MORE REVENUE UNITS

.711 *Mail Opening Units*

Handle the mail as follows:
a. Give COD special delivery mail to the special delivery unit without recording it or obtaining a receipt.
b. Separate all COD mail not to be delivered from stations and give it to the recording or delivery unit without making a record or obtaining a receipt.
c. COD mail for delivery by stations may be dispatched to stations with ordinary and insured mail or may be separated and dispatched in separate sacks labeled COD and marked for the superintendent. Do not postmark the tags or make a record on any bill.

.712 *Recording Section*

a. Assign mail for delivery as follows—Give mail for window delivery to the delivery section without receipt. Assign mail for delivery by both parcel post and foot carriers. Get a receipt from the carrier, in duplicate, on the left side of Form 3821, *Bulk Receipts for C.O.D. Mail and Funds*, for the number of packages given him for delivery. Remove the delivery employee's coupons from the tags and keep them with both copies of Form 3821.
b. Clear carriers as follows:
   (1) At the end of each trip, or daily, give the carrier a receipt, in duplicate, on the right side of Form 3821. Show number of receipted tags, total amount collected, including money order fees, and number of returned packages.
   (2) The carrier will retain the copy of Form 3821, and deposit the original for the chief accountant, or other designated supervisory employee (under system B, the station or branch superintendent or his designee) in a slotted and locked receptacle provided for the purpose. If a receptacle is not provided, make arrangements for the custody of these forms to prevent access by unauthorized persons.
   (3) Carriers must retain their copies of Form 3821 for 3 months from the last day of the month in which issued.

(4) Give a receipt on one copy of Form 3821 for the total number of packages turned in by a carrier to a station other than the one from which received. Enter total number of packages on the receipt. The carrier must turn in the receipt at the end of his trip, at the place where the packages were assigned, for clearance purposes.

(5) Destroy the delivering employee's coupons for delivered packages after clearing carriers. Fasten coupons to the related tags for packages to be given renewed delivery service.

c. Dispose of undelivered packages as follows. Give to the delivery section, without receipt, undelivered packages awaiting call of addressee. Prepare for dispatch and send to outgoing mail unit packages brought back by carriers which are to be forwarded or returned. Parcels to be returned to sender must be clearly endorsed to show reason for nondelivery. Record mail forwarded, returned, or abandoned on Form 3814 to show disposition of each package.

d. File Forms 3814 at the main office, alphabetically by name of addressee, or by the last two digits of the COD number. If preferred, Forms 3814 may be filed with the COD tags of delivered parcels.

.713 *Delivery Section*

a. If an on-hand record is necessary to provide the best means of handling, and the number of on-hand articles averages at least 100, use Form 3814 for this purpose. Enter on Form 3814 the name and address of addressee, amount of charges, and bin number if needed. Retain for 6 months if they would be useful in handling inquiries. Otherwise, destroy them.

b. Each employee delivering COD mail to the public shall make a report on Form 3821 to the chief accountant or designated supervisor (under system B, the station or branch superintendent or his designee). Prepare Form 3821 in duplicate. Keep the copy as a personal record and deposit the original in the locked receptacle provided for carriers.

c. Dispose of Form 3821 as follows:

(1) Under system A, remove Form 3821 from the locked receptacle each day for transmission to the chief accountant. No employee having responsibility for preparation of Form 3822, *COD Tag Transmittal*, or Form 1412, *Daily Cash Report*, shall have access to the Forms 3821 deposited in the locked receptacle for transmission to the chief accountant.

(2) Under system B, Forms 3821 are removed from the locked receptacle by the station or branch superintendent or his designee.

.714 *Special Delivery Section*

Operate the same as the recording section in assigning and clearing carriers. Turn over undelivered COD special delivery mail to the recording section if another attempt to deliver is to be made within 5 days; otherwise, to the delivery section.

.715 *Remitting Units*

a. All units effecting delivery of COD mail must complete Form 3822, *COD Tag Transmittal*, in duplicate, each day.

b. If both carrier and window deliveries are being accounted for at the same unit, enter the collections for both on the same Form 3822.

c. System A and system B are authorized. System A applies when all COD money orders are issued at the main office (unless otherwise stated, instructions in 163.71 relate to system A). System B applies when COD money orders are issued at delivery stations and branches including rural stations and branches.

d. At offices operating under system A, verify and forward the original copy of Form 3822, *COD Tag Transmittal*, and the adding machine tape listing separately the amount of charges and money order fee for each tag to the superintendent of the main post office window units, or to the assistant postmaster at offices with receipts of less than $1 million. Keep the tags in the same order as amounts shown on the tape. Forward the duplicate copy of Form 3822 to the chief accountant in support of Form 1412, *Daily Cash Report*, or to the postmaster at offices with receipts of less than $1 million. Merge the COD funds with other funds into a single remittance either to a bank or to the main office opening unit. Show COD funds as trust items in A/C 16601 on Form 1412. If station funds are remitted directly to a bank, forward the COD tags by ordinary mail to the main office.

e. At offices operating under system B:

(1) The COD clerk must (a) deliver direct to the money order clerk the COD tags with adding maching tape listing separately the amount of the charges and money order fee for each, the cash and Form 3822 in duplicate; (b) obtain the money order clerk's receipt on Form 3822; and (c) deliver the original to the station or branch superintendent or his designee, and retain the copy for 3 months.

(2) The money order clerk must verify the cash, the number of COD tags, and the amount shown on Form 3822, receipt and return Form 3822 in duplicate to the COD clerk, issue the money orders the same day delivery is effected, if practical, and send to senders with identification coupons, if any. He shall attach the customers' receipts to the corresponding COD tags and deliver them with adding machine tape separately listing charges and money order fees to the superintendent or designee, with funds representing COD money orders not issued.

(3) The station or branch superintendent, or designee, shall receive the receipted original Form 3822 from the COD clerk and compare the amounts thereon with the totals on Forms 3821, *Bulk Receipt for COD Mail and Funds*. These must agree. He shall receive the COD tags from the money order clerk with customers' receipts attached. Funds representing COD money orders not issued shall be recorded as trust funds on Forms 1412 and 3083, *Trust Accounts Receipts and Withdrawals*. He shall send the COD tags to the main office for filing. The original Form 3822 and supporting Forms 3821 shall be retained at the delivering station or branch and filed by date. The cash shall be accounted for as money order funds on *Daily Cash Report*, Form 1412.

(4) The station or branch superintendent, or designee, is responsible for ensuring that the check required by 163.716g is performed at the station/branch.

(5) COD delivery units of the main office shall follow the procedures in system A.

.716 *Main Office Window Unit*

a. Issue the money orders. (see 163.62)

b. Staple the customer's receipt to the COD tag.

c. Add separately the amounts of the money orders and fees covering the tags from each unit. If the totals agree with those on Form 3822 and the adding machine tape, no further verification is necessary.

d. Complete the money order accountability report.

e. Forward receipted Form 3822 to the chief accountant.

f. File COD tags in a separate file for semimonthly, monthly, or quarterly periods, by the last two digits of the package numbers. Postmasters may maintain this file in the inquiry section if more advantageous.

g. Check one day's COD business each month to make sure money orders are being properly prepared and promptly issued. The check must be made by employees who do not issue money orders. This check shall be performed under both systems A and B.

.717 *Inquiries and Claims*

Do not assign an employee engaged in the handling of COD mail or funds or in the issuance of COD money orders to handle inquiries or claims covering COD mail, unless this is unavoidable.

.718 *Exceptions to Special Instructions*

a. *Combining Sections.* If the quantity of mail does not justify separate recording and delivery sections and the duties can be performed in one section, or if the duties of one or both sections can be performed in the registry section, submit a statement of the facts to the Regional Director, Customer Services.

b. *Alternate Procedure.* Offices with 950 or more revenue units, receiving a daily average of less than 25 COD packages, may handle mail and funds in accordance with the instructions applicable to offices with 190 through 949 revenue units, as outlined in 163.72.

.72 OFFICES HAVING FROM 190 THROUGH 949 REVENUE UNITS

.721 *Assignment of Clerks*

Assign different clerks to the following work if possible:

a. Recording clerk, to list incoming COD mail on Form 3814-C, *Recording and Checking COD Parcels and Funds at Offices having from 190 Through 949 Revenue Units.*

b. COD delivery clerk, to effect window delivery, assign to and clear carriers for COD mail, and prepare undelivered COD mail for return to sender, forwarding to addressee or making other disposition at expiration of retention period.

c. Money order clerk, to issue money orders in payment of COD charges.

.722 *Opening Unit*

Segregate COD packages from other mail and give them to the recording clerk.

.723 *Recording Clerk*

a. Transfer all COD mail, including special delivery, to the COD delivery clerk. Get a receipt for the mail in duplicate on the Form 3814–C. Give the original to the delivery clerk and the copy to the postmaster.

b. If different employees are assigned to window delivery and assignment of mail to carriers, prepare a separate list for each, in duplicate. Get receipt in duplicate, giving the original with the mail and the copy to the postmaster.

.724 *Delivery Clerk*

a. Charge mail to carriers on the delivering employee's coupon of COD tags. At the end of each trip, or daily, clear the carrier on the same coupon.

b. Receipt the coupons and give them to the carriers on return of the amounts collected and receipted COD tags, or on return of the packages. Carriers must retain the coupons for 2 years, filed numerically, or by date of mailing office postmark. Carriers must surrender coupons for articles that are reassigned for delivery and, when requested, for other reasons.

c. Each day when making window delivery of COD mail or receiving funds from carriers, give the receipted COD tags and collections to the money order clerk. Get a receipt in the column on Form 3814–C headed *Initials of M. O. Clerk*, opposite the entry of the delivered packages.

d. Enter the final disposition of each COD package and the date in the column headed *Disposition of Parcel* on Form 3814–C. Show *D* for delivered; *R* for return to sender; and *F* and name of the post office involved if

package was forwarded to the original addressee. Show also if the package was delivered without collection, abandoned, sold at auction (baby chicks, etc.), forwarded to others than the original addressee, or returned to other than the sender. If the latter two, enter the name and complete address of the person or firm to whom forwarded or returned.

.725 *Check of COD Business*

a. *Intervals.* At irregular intervals, but not less than twice a month, the postmaster must make a critical examination of the COD business.

b. *Method.* Perform the examination as follows:

(1) Select at random three or more sheets of Form 3814–C covering packages received for delivery during the period to be checked.

(2) Check "open" items against the on-hand packages. Packages should be on-hand.

(3) Check the COD tag file for record of money orders covering packages shown on Form 3814–C to have been delivered. Compare dates of money orders with dates of delivery as shown on the COD tags and Form 3814–C.

(4) Compare the date of mailing office postmark with incoming postmark to detect any pattern of delay beyond normal transit time that would suggest incoming postmarks are being falsified.

(5) Select at random several delivering employees' receipts and compare dates of delivery with recorded dates of COD money orders.

(6) Assure that senders' return instructions are being observed, and that returned packages are properly endorsed to show the reason for nondelivery and the dates addressees were notified.

.726 *Reports*

Report immediately to the inspector in charge any irregularity indicating possible manipulation of COD funds or records. Do not reveal to employees the fact that report has been or will be made.

.727 *Inquiries and Claims*

All inquiries and claims relating to COD mail must be handled by the postmaster or his designated representative.

.728 *Exception to Special Instructions*

If any office with from 190 through 949 revenue units receives a daily average of less than 10 COD packages, mail and funds may be handled in accordance with special instructions to offices with 189 or fewer revenue units.

.73 OFFICES WITH 189 OR FEWER REVENUE UNITS

.731 *Recording and Postmarking*

Postmark tags to show date of receipt and record packages promptly on Form 3850, *Record of Delivered Registered, Numbered Insured and COD Mail.*

.732 *Delivery at Post Office*

Deliver packages in accordance with 163.51.

.733 *Assignment to Rural Carriers*

a. Get the receipt of the carrier for the packages on the delivering employee's coupon on each COD tag.

b. Complete and initial the delivering employee's coupons and give them to the rural carrier when he turns in the charges collected, the receipted tags, and undelivered packages.

.734 *Delivery by Rural Carriers*

a. Initial the delivering employee's coupons of COD tags covering parcels assigned for delivery and deliver parcels in accordance with 163.51.

b. At the end of each trip turn in charges collected, receipted tags, and undelivered packages.

c. Retain for two years the delivering employee's coupons of COD tags which have been initialed by clearing employee. File numerically, or by date of mailing office postmark.

.735 *Delivery From Rural Station*

a. Turn parcels over to rural carrier without obtaining receipt. Carrier will deliver parcel to the rural station without obtaining a receipt.
b. Delivery at station in accordance with 163.51.
c. Issue money orders for delivered parcels at the station and mail them to the senders.
d. Send the post office voucher portions of money orders to the main office with other vouchers daily.
e. Attach customer's receipt portions of money orders to delivery office portions of COD tags and send them to the main post office.
f. The main post office will complete Form 3850 to show delivery, and file COD tags and customer's receipt portions of money orders.
g. Independent rural stations will maintain a record on Form 3850 of COD parcels received for delivery.

163.8 REGISTERED COD MAIL

.81 ACCEPTANCE

.811 *Packages*

Endorse the COD tag with the word *Registered*. Place the registration number on the tag and place a COD endorsement, registry endorsement, and registration number on the address side of the package.

.812 *Envelopes*

If the COD article is in the form of an envelope, fasten the tag to the address side of the envelope by means of adhesive tape, if this can be done without obscuring any portion of the address, return card, or directions of the sender. If it cannot be properly fastened to the address side, fasten the tag to the back of the article in such a manner as to permit inspection of the postmark.

.82 RECEIPTS AND OFFICE RECORDS

.821 Mark the sender's receipt and the office registration record *COD*, and show separately the amount of COD charges, COD fee, and postage paid, in addition to particulars required to be kept of registered mail.

.822 Detach and destroy the mailing office and sender's receipt portion of COD tags, as firm registration receipts, Forms 3877, and other registration records take the place of these records.

.823 In individual registration receipts, Forms 3805 or 3806, are used, enter the COD data on the back of the receipt.

.83 DISPATCH FROM POST OFFICES

Dispatch registered COD mail in the same manner as other registered mail. Do not enter the amount of COD charges on the dispatch record. If the dispatch does not consist entirely of registered COD mail, enter the word *COD* opposite the entry of each registered COD article.

.84 HANDLING AT OFFICE OF ADDRESS

Handle as follows:

a. Include the mail with other registered mail, and handle in accordance with the methods prescribed for handling other registered mail. Obtain addressee's receipt on Form 3849 as well as on the COD tag.

a. Use the information on the original Form 3841 to complete as much of the duplicate Form 565 as possible. The signature of the customer who initiated the claim and the supporting documents is not necessary.
b. Mark the top of the Form 565 *Duplicate*.
c. Annotate the original Form 3841 to indicate that a duplicate claim has been initiated and the date forwarded to the second post office.
d. Process through normal channels.

164.9 PAYMENT CONDITIONS AND RECOVERY OF ARTICLES OR REIMBURSEMENT

164.91 PAYMENT CONDITIONS

.911 If, through established error by the Postal Service, a fee less than that required to cover the amount of insurance coverage requested at the time of mailing was charged, the mailer may be permitted to pay the deficiency in fee and postal insurance may be paid within the limit fixed for the higher fee.

.912 If commercial insurance is carried on a registered, insured, or COD article, the total amount of insurance to be received will be prorated between the Postal Service and the insurance company using the following formula:

$$\frac{\text{Postal Insurance or Actual Value (whichever is less)}}{\text{Postal Insurance or Actual Value (whichever is less)} + \text{Total Private Insurance}} \times \text{Actual Value or Cost of Repairs} = \text{Postal Liability}$$

.913 If the insured or COD article was lost or the *entire* contents totally damaged, the payment check will include an additional amount for postage (not fee) paid by the mailer.

.914 If both mailer and addressee claim insurance, they should decide between themselves who should receive payment. If no agreement is reached, payment may be made to the mailer, the person with whom the Postal Services contract of insurance was made.

.915 If the mailer is incompetent or deceased, payment will ordinarily be made to the legal representative. If there is no legal representative, payment may be made to such relative or representative of the mailer as may be entitled to receive the amount due, in accordance with applicable State laws.

.92 DISPOSITION OF ARTICLE

When a lost registered, insured, or COD article is recovered, the payee may accept the article and reimburse the Postal Service for the full amount paid if the article is undamaged, or such amount as may be determined equitable by the Postal Service if the article is damaged or has depreciated in value or if the contents are not intact.

.93 HANDLING REIMBURSEMENT

If reimbursement is tendered representing an overpayment, erroneous or improper payment, or a voluntary indemnity refund, accept it and issue a receipt. Send all reimbursements to the St. Louis Postal Data Center, with the applicable certifying office claim number and date of certification. Personal checks, money orders, or other negotiable instruments should be made payable to the Postal Service. If the instrument is made payable to the postmaster, he should sign his name and restrictively endorse it *Pay to Postal Service* and remit as above. Do not mark an entry in the cashbook.

.94 CONTROL OVER RECOVERY CLAIMS

When an overpayment, erroneous, or improper indemnity claim payment is disclosed and repayment is not tendered, report it to the Director, St. Louis Postal Data Center, by memorandum, to be placed under accounts receivable control.

Part 165

CERTIFICATES OF MAILING, RETURN RECEIPTS, AND RESTRICTED DELIVERY

165.1 CERTIFICATES OF MAILING

.11 PURPOSE

Certificates of mailing furnish evidence of mailing only. A receipt is not obtained upon delivery of the mail to the addressee. The fee paid for certificates of mailing does not insure the article against loss or damage.

.12 FEES

.121 *Individual Pieces*

Original certificate of mailing for individually listed pieces of all classes of ordinary mail.	10¢ for each piece of mail described.
Each additional copy of original certificate of mailing or original mailing receipt for registered, insured, certified, and COD mail.	10¢ for each piece of mail described.

.122 *Bulk Pieces*

Identical pieces of first- and third-class mail paid with ordinary stamps, precanceled stamps, or meter stamps are subject to the following fees:

Up to 1,000 pieces (1 certificate for total number)	50¢
For each additional 1,000 pieces, or fraction	10¢
Duplicate copy	10¢

.13 FORMS

.131 *Who Prepares*

a. Certificates of mailing are prepared by the mailer, except mailers on rural routes or at nonpersonnel rural stations and branches. Individual and firm mailing book certificates must show the name and address of both the sender and the addressee, and may show the amount of postage paid. Identifying invoice or order numbers also may be placed on the certificate.

b. Customers of rural routes and nonpersonnel rural stations and branches may deliver mail to the rural carrier with the fee for the certificate. The carrier will obtain the certificate at the post office, attach the stamps, cancel them by postmark, and deliver the certificate to the sender on his next trip.

c. Certificates of mailing must be prepared using typewriter, ink, or ballpoint pen.

.132 *Individual Certificates*

Form 3817, *Certificate of Mailing*, is used for an individual certificate for ordinary mail of any class. Forms specially printed at the mailer's expense may be used also.

.133 *Firm Mailing Books*

Firm mailing books Form 3877 or forms printed at the mailer's expense may be used for certificates for three or more pieces of mail of any class presented at one time.

.134 *Bulk Mailings*

Form 3606, *Sender's Statement and Certificate of Bulk Mailing of Matter Paid With Stamps or Meter Postage*, is used to issue certificates that a specified number of pieces have been mailed. These certificates are furnished only for mailings of identical pieces of first- and third-class matter paid with ordinary stamps, precanceled stamps, or meter stamps. A certificate will not be issued for bulk mailings paid with permit imprints.

.135 *Quantity Mailings*

When the number of articles ordinarily presented justifies such action, mailers must comply with the following:

a. When individual certificates on Form 3817 are desired, the forms must either be fixed by the stub to the articles or the forms must be consecutively numbered and fastened together. If the certificates are numbered, the articles should also be lightly numbered at a uniform place to permit relating the parcels and certificates.

b. When the articles are descriptively listed on firm mailing sheets or on special approved forms, they should, if practicable, be presented in the order in which they are entered on the sheets; otherwise, each entry must be consecutively numbered by the mailer, and the articles lightly numbered to show the sheet and line number on which they are described.

.14 ADDITIONAL CERTIFICATES AFTER MAILING

To obtain an additional certificate after mailing, the sender must present the original certificate and an additional certificate endorsed *duplicate* or *copy* showing the original dates of mailing. The additional certificate will be postmarked to show the current date.

.15 PAYMENT AND CERTIFICATION

Mailers must affix uncanceled stamps or meter stamps to cover the fee for certificates of mailing. The stamps will be canceled by the postmark of the mailing office. Signatures or initials of accepting employees are not required.

165.2 RETURN RECEIPTS

.21 PURPOSE

Return receipts furnish the mailer evidence of delivery. The fee paid for a return receipt does not insure the article against loss or damage. Return receipts may be obtained for mail which is sent COD, is insured for more than $15.00, or which is registered or certified. For international return receipts, see parts 425 and 437 of Publication 42, *International Mail*.

.22 FEES (IN ADDITION TO POSTAGE AND OTHER FEES)

Requested at Time of Mailing:	
Showing to whom (signature) and date delivered	$0.25
Showing to whom (signature) and date and address where delivered	.45
Requested After Mailing:	
Showing to whom and date delivered	.45

.23 PROCEDURES AT MAILING OFFICE

.231 The sender may request a return receipt, Form 3811, at the time of mailing by informing the postal clerk or writing on the mail *Return Receipt Requested* or *Return Receipt Requested Showing Address Where Delivered*. Firm mailers will complete the mailer's entries on the form, including the article identification number, attach the form, and *place the required endorsement on the article*. Individual mailers will also normally complete the mailer's entries on the form, but in those cases where the article is mailed with the endorsement and the correct postage but without Form 3811 attached, the clerk shall complete the form and attach it to the article.

.232 The sender may request a return receipt after mailing an article which is registered, certified, COD, or insured for more than $15.00 by paying the required fee. To do so, the sender shall complete Form 3811–A, *Request for Return Receipt (After Mailing)*, attach the proper postage, and mail the Form 3811–A to the delivery post office. The sender will be provided the date of delivery and the name of the person who signed for the article as shown in delivery records. Neither the signature of the recipient nor the address of delivery will be provided.

.233 In the event a mailer does not, after a reasonable period of time, receive a return receipt he has paid for, he may, within one year of mailing, request a duplicate if he can produce a receipt for such payment. The mailer may request the duplicate by presenting the receipt at any post office, branch, or station. The clerk shall assist the customer in completing Form 3811–A, postmark it, and mail it to the delivering post office. No charge for such duplicate is to be made.

.234 Return of Form 3811 or Form 3811–A by airmail may be obtained by the mailer affixing postage stamps to the form to cover the postal card airmail rate and endorsing it *Return by Airmail*.

.235 Payment for return receipts shall be noted on the receipt given for purchase of the COD, registry, certified mail, or insurance service.

.24 PROCEDURES AT OFFICE OF DELIVERY

.241 *Return Receipt, Form 3811*

a. Delivery employees shall obtain the signature of addressee or his agent. Delivery shall only be made to the addressee if so requested on the Form 3811, except as provided in 165.341. The address of delivery shall be filled in only if requested on Form 3811. The delivery employee shall examine the card for completeness and make any corrections necessary. Return receipts shall be given to the clearing clerk daily when the carrier returns to the post office.

b. The clearing clerk shall check all return receipts to make sure they are properly signed and dated. If the mail was restricted in delivery, check to see that delivery was not made to an agent, except as provided in 165.341. If delivery was improper, have addressee sign a second return receipt. Take prompt corrective action with delivery employees if return receipts are improperly handled or completed. Postmark all return receipts legibly and mail no later than the first working day after delivery. Undeliverable articles will be handled in accordance with 159.272 and the appropriate endorsement will be made in block 6 of Form 3811.

.242 *Request for Duplicate or Return Receipt After Mailing, Form 3811–A*

a. Records of delivery shall be checked and the date of delivery and name of the individual who signed for the article shall be placed on Form 3811–A.

b. If a signed receipt is not found for certified mail, send the addressee Form 1572, *Inquiry About Receipt of Mail*. If the reply indicates that the addressee has received the certified mail, file completed Form 1572 with Forms 3849 as a receipt. The delivery information contained on Form 1572 shall be used to complete Form 3811–A. If the addressee does not return completed Form 1572 within 14 days, Form 3811–A shall be completed to show no record of delivery and returned to the mailer.

c. Form 3811—A shall be postmarked and the 45¢ postage for receipt after mailing shall be canceled. A line is to be drawn through the address of the delivery post office on the front of Forms 3811–A (1973 and later printings) and the form mailed back to the mailer.

.25 REFUNDS

Return receipt fees will only be refunded when failure to furnish a receipt was the fault of the Postal Service.

165.3 RESTRICTED DELIVERY

.31 PURPOSE

Restricted delivery provides a means by which a mailer may direct that delivery be made only to the addressee or to an agent of the addressee who has been specifically authorized in writing by the addressee to receive his mail. This service is available only for articles addressed to natural persons specified by name (see section 165.34 for circumstances under which this service is not provided). Restricted delivery may be obtained for mail which is COD, insured for more than $15, registered, or certified. For international restricted delivery, see Part 426, Publication 42.

.32 FEE (IN ADDITION TO POSTAGE AND OTHER FEES)

Restricted delivery, $0.60.

.33 PROCEDURES

.331 *At the Time of Mailing:* The sender shall inform the postal clerk or write on the mail *Restricted Delivery*. Customers should be advised that famous personalities and executives of large organizations normally will authorize an agent to sign for such mail as provided for in section 165.341. The clerk shall stamp the article *Restricted Delivery* if the mailer has not done so. Firm mailers are expected to place the required endorsement on the article being mailed and enter the appropriate fee in the proper column of the *Firm Mailing Bill*. In the case of mail for which a return receipt has been requested, the appropriate block on the Form 3811 shall be checked to indicate restricted delivery is desired.

.332 *After Mailing:* The mailer may request restricted delivery after mailing by notifying the mailing post office in writing, providing appropriate identification of the article including the parcel number and addressee, and payment of the appropriate fee. The mailer will be required to pay for the postage, telegram, or telephone call required to effect the restricted delivery. Failure to provide the service because of prior delivery will not be grounds for refund of the fee or communication charges.

.34 PROCEDURES AT OFFICE OF DELIVERY

.341 Mail marked *Restricted Delivery* will be delivered only to the addressee or to the person he specifically authorizes in writing to receive his restricted delivery mail:

a. Addressees who regularly receive restricted delivery mail may authorize an agent by use of Form 3801, *Standing Delivery Order*, or by a letter to the postmaster. These authorizations are for post office records. The notation *This authorization is extended to include Restricted Delivery Mail* must be made by the addressee on the part of the Form 3801 provided for signatures of authorized agents.
b. Form 3849, *Notice of Mail Arrival or Attempted Delivery*, may be left for this authorization if the post office has no standing delivery order or letter on file. On the back of the form the addressee may enter the name of the person designated in the *Deliver Article To* block, and sign and date the authorization. The agent must sign for receipt of the article on the front of the form in the normal manner.
c. Proof of identification should be required of the addressee (or agent) if not known by the delivery employee when restricted delivery mail is delivered.

.342 Restricted delivery mail addressed to officials of executive agencies, or members of the legislative and judicial branches of the Government of the United States or of the States and possessions, and their political subdivisions, or to members of the diplomatic corps, may be delivered either to the addressee or to a person authorized by these persons to receive their mail.

.343 Restricted delivery mail addressed to the commander, staff sections or other officials of military organizations by name and title may be delivered to the unit mail clerk, mail orderly, postal clerk, assistant postal clerk, or postal finance clerk, when such individuals have been designated on DD Form 285 to receipt for all mail addressed to the units for which they are designated. If the mail clerk, etc., has been designated on DD Form 285 to receipt for ordinary mail only, then restricted delivery mail addressed to the commander, etc., by name and title may be delivered to the mail clerk, etc., only if authorized by the addressee in a letter to the post office, on Form 3849, or Form 3801.

.344 Restricted delivery mail addressed to minors or to individuals under guardianship may be delivered to their parents or guardians if the parent or guardian so requests.

.345 Restricted delivery mail addressed to an inmate of a city, State, or Federal penal institution, in cases where a personal signature cannot be obtained, may be delivered to the warden or his authorized representative.

.346 When mail marked *Restricted Delivery* is addressed jointly to two or more persons (as indicated by the word *and* or symbol & connecting their names), all addressees or their agents will be notified to be present to accept delivery together. The delivery receipt obtained and the return receipt, if any, must be signed by all of the joint addressees or their agents. The mail may then be delivered to any of the addressees or their agents unless one or more addressee or their agents objects, in which case delivery will not be made until all the addressees or their agents sign a statement designating who is to receive the mail.

.347 The endorsements *Deliver to Addressee Only* or *Deliver to Addressee or Order* are obsolete. Any mail bearing such endorsements will be handled in accordance with the procedures prescribed for *Restricted Delivery* mail.

.35 REFUNDS

Restricted delivery fees will be refunded only when failure to give restricted delivery was the fault of the Postal Service.

Part 166

SPECIAL DELIVERY

166.1 DESCRIPTION

.11 POINTS OF DELIVERY

Special delivery mail is given immediate delivery at the office of address during prescribed hours to:

a. Points within a radius of 1 mile of any post office, station, or branch (except contract and rural stations and branches).
b. Points within the city delivery limits of any post office having this service. These conditions apply to customers of rural routes residing within the 1-mile limitation.
c. Residences on rural routes if the road is passable and is located within one-half mile of rural route; otherwise, mail is left in the box. Delivery will be made by carrier on his regular trip.
d. Customers of nonpersonnel rural stations and branches if their residence is within one-half mile of the unit and if there is a passable road leading to it. Otherwise, mail is left in customer's box at the unit.
e. Points within one-half mile of a star route by the star route carrier who may make such delivery on his regular trip if the deviation from his regular route will not delay him in meeting schedule requirements.
f. Boxes erected on the city delivery boundary line and if customer lives no more than 3 blocks beyond and there is a passable walk or street to the residence. If there is no passable walk or street, the article is left in the box if the box will accommodate it. Otherwise, a notice is left in the box.

.12 TRANSPORTING AND DELIVERING

Special delivery mail is given preferential handling to the extent practicable in dispatch and transportation. Payment of a special delivery fee does not insure safety of delivery or provide for the payment of indemnity. Money or other valuables sent special delivery should be registered also. Insured, certified, and COD mail may be sent special delivery.

166.2 PAYMENT FOR SPECIAL DELIVERY

.21 SPECIAL DELIVERY FEES

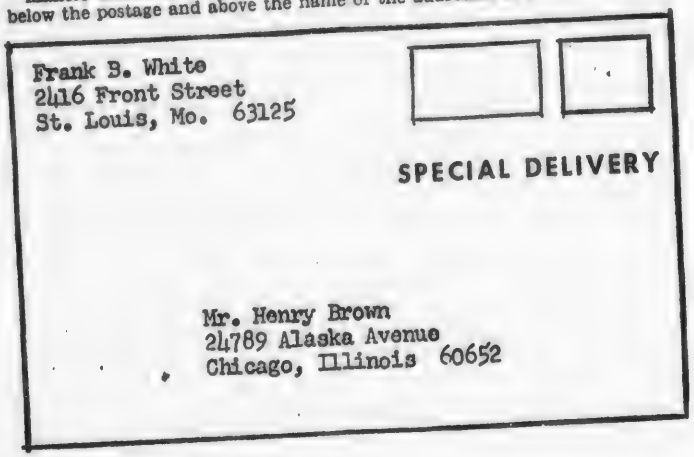
Class of mail	Weight		
	Not more than 2 pounds (cents)	More than 2 pounds but not more than 10 pounds (cents)	More than 10 pounds (cents)
First-class, airmail, and priority mail	$1.25	$1.50	$1.75
All other classes	1.75	1.85	2.15

.22 PREPAYMENT OF FEE

Prepay the special delivery fee by special delivery stamps, ordinary postage stamps, or meter stamps. The special delivery fee must be prepaid in addition to regular postage except on *Postage and Fees Paid* mail (official mail). Official matter in penalty or franked envelopes is not entitled to free special delivery, except urgent official communications of the Postal Service.

.23 MARKING

Mailers should mark prominently the words *Special Delivery* preferably below the postage and above the name of the addressee as follows:



166.3 WHEN TO DELIVER

.31 HOURS OF DELIVERY

.311 *At City Delivery Offices*

a. Normal hours of delivery begin at 7 a.m. and end at 11 or 12 p.m., the ending time being contingent upon the last major mail receipt. However, depending on local conditions, first-trip delivery may begin as early as 6 a.m. or as late as 8 a.m. Delivery on the first trip should be completed within four hours of the messengers departure from the office.

b. Special delivery messengers should leave delivery unit ahead of regular letter carriers serving the same territory. Every effort should be made to deliver specials ahead of ordinary mail.

c. Deliver specials in business sections by regular letter carrier on first trip when delivery before 8:30 a.m. and ahead of special delivery messengers can be assured.

.312 *At Noncity Delivery Offices*

Normal hours of special delivery are 7 a.m. until closing hour of the post office. Unless there is a demand for earlier delivery, postmasters may authorize messengers to depart as late as 8 a.m. on the first trip. Specials arriving after the office is closed, but not later than 9 p.m., will be delivered provided the postmaster or an employee is on duty.

.313 *Sundays and Holidays*

Sunday and holiday deliveries should be scheduled as needed, but not to exceed a maximum of three delivery trips, one each in the morning, afternoon and evening.

.314 *Outside Regular Delivery Hours*

If specials arrive outside regular delivery hours, notify customers by telephone, if practicable; also notify customer if requested. Attempt to telephone rural customer if specials arrive after the rural carrier has departed on his route.

.315 *Unusual Conditions*

Postmasters and postal employees are expected to display interest and ingenuity to effect the prompt delivery of specials.

.32 FREQUENCY OF DELIVERY

A maximum of four daily city-wide trips will be made. If unusual conditions exist and postmasters feel additional trips are needed, obtain specific authority from the Regional Postmaster General. Fixed schedules will be established to connect major mail receipts to insure that the maximum available specials are delivered on each trip. Establish an additional mid-morning trip in the central business sections, if needed. Schedule one of the city-wide trips in the mid or late afternoon to provide delivery of all available specials to firms prior to the normal closing hour. The last city-wide trip should connect with the last major mail receipt; however, messengers should not leave after 9 p.m.

166.4 DELIVERY PROCEDURES

.41 TO WHOM DELIVERY MAY BE MADE

Ordinary special delivery mail is delivered to the addressee or to anyone authorized to receive his mail. At city delivery offices, special delivery mail, other than registered and insured, addressed to a post office box or to the general delivery, is delivered to the box or held for delivery through the general delivery window, unless the addressee has given written notice that such mail be delivered to his residence or place of business. When special delivery mail is received at a city delivery office addressed to a street address and the addressee usually receives his mail through a post office box or through the general delivery window, the mail is delivered as addressed, unless the addressee files a written notice directing delivery to his box or through the general delivery window. At offices not having city delivery service, all special delivery mail is delivered to the residence or place of business of the addressee, unless the addressee files a written request that such mail be deposited in his post office box or held for delivery through the general delivery window.

.42 DELIVERY IN MAIL RECEPTACLES

When no one is at the address to receive mail, the messenger, if he can determine that the occupants are absent for not more than 1 day, will leave the mail and a notice on Form 3955, *Special Delivery Notice*.

.43 NOTICE OF ATTEMPTED DELIVERY

When mail cannot be delivered as described in 166.42, the Form 3955, left under the door, between the door and doorjamb, or in the receptacle, will state where the special delivery mail is being held.

.44 RURAL AND STAR ROUTE CARRIERS

If delivery is attempted and cannot be made to a customer's residence or place of business, the special delivery matter is deposited in his box and a notice of nondelivery on Form 3955 is left at his residence or place of business.

.45 MILITARY POSTS AND CAMPS

No special delivery service is provided by military personnel at military posts and camps. Special delivery by messenger is made only to addresses such as officers' homes, headquarters, hospitals, and other places where it is definitely known that delivery can be made.

.46 FORWARDED SPECIAL DELIVERY MAIL

Special delivery mail that is forwarded is not entitled to special delivery at the second office, unless a forwarding order had been given by the addressee at the office of original address in advance of the arrival of the mail.

Part 167

SPECIAL HANDLING

167.1 DESCRIPTION

Special handling service is available for third- and fourth-class mail only, including that which is insured or sent COD. It provides preferential handling to the extent practicable in dispatch and transportation, but does not provide special delivery. Special handling parcels are delivered as parcel post is ordinarily delivered, on regular scheduled trips. The special handling fee (or special-delivery fee) must be paid on all parcels that must be given special attention in handling, transportation, and delivery, such as parcels containing baby chicks or other baby poultry, package bees carried outside mail bags, baby alligators, etc.

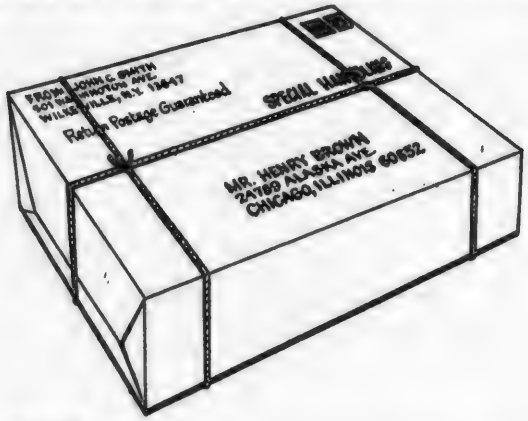
167.2 FEES

Weight	Fee
Not more than 2 pounds	$0.60
More than 2 pounds but not more than 10 pounds	.70
More than 10 pounds	1.00

The special handling fee is in addition to regular third- or fourth-class postage and may be prepaid by ordinary postage stamps or by meter stamps.

167.3 MARKING OF PARCELS

Mailers should mark the words *Special Handling* above the name of the addressee and below the stamps as illustrated:



167.4 FORWARDING

Parcels undeliverable as originally addressed and forwarded to the addressee at a new address are given special handling without requiring an additional special handling fee. Additional postage at the regular third- or fourth-class rate is collected on delivery.

Part 168

CERTIFIED MAIL

168.1 DESCRIPTION

Certified mail service provides a receipt to the sender and a record of delivery at the office of address. No record is kept at the office at which mailed. It will be dispatched and handled in transit as ordinary mail. No insurance coverage is provided. Return receipts and restricted delivery services may be obtained as set forth in part 165 and by the payment of additional fees as provided in 165.22 and 165.32. For circumstances under which restricted delivery may be accomplished by delivery other than to the addressee, see 165.34. Certified mail will be endorsed in the following manner:

168.2 CLASS OF MAIL TO WHICH APPLICABLE

Any mailable matter of no intrinsic value on which postage at the first-class rate has been paid will be accepted as certified mail. This does not exclude articles of a nonnegotiable character and other similar matter which would involve a cost of duplication if lost or destroyed. The mail may be sent by air on payment of the required postage. Special delivery services are available on payment of the prescribed fees. Penalty and franked mail may be accepted as certified mail if the fee is prepaid. Official matter of the Postal Service may be sent as certified mail without payment of the fee. Business reply mail must be fully prepaid with postage and fees.

168.3 FEES

.31 FEE IN ADDITION TO POSTAGE	60 cents
.32 RESTRICTED DELIVERY	60 cents
.33 RETURN RECEIPTS	
Requested at time of mailing:	
Showing to whom and date delivered	25 cents
Showing to whom, date, and address where delivered	45 cents
Requested after mailing:	
Showing to whom and date delivered	45 cents

168.4 MAILING

.41 PAYMENT OF FEES AND POSTAGE

The fee and postage may be paid by ordinary postage stamps, meter stamps, or by permit imprints.

.42 POINTS TO WHICH MAILABLE

Certified mail may be addressed for delivery only—

a. In the United States, its territories and possessions.
b. In the Canal Zone.
c. Through Army, Air Force (APO) and Navy (FPO) post offices.
d. Through the United Nations, N.Y. post office.

.43 WHERE TO MAIL

Customers may mail certified mail at the post office, branch, or station or give it to a rural carrier. It may also be deposited in mail drops in post offices, street letterboxes, nonpersonnel rural stations and branches, or any other receptacles for first-class mail, provided the specific directions in 168.44 are followed.

.44 HOW TO MAIL

Obtain blank certified mail coupons, Forms 3800, *Receipt for Certified Mail* (no charge) at the post office or from rural mail carriers. Also obtain blank return receipt forms if needed. Observe the following procedure:

a. Enter on the receipt portion of the certified mail coupon the name and complete address of the person or firm to whom the mail is addressed.
b. If return receipt is wanted, check block on the mailing receipt to show the fee and endorse the article on the address side near the certified mail endorsement *Return Receipt Requested* or *Return Receipt Requested Showing Address Where Delivered*. The mailer must enter the certified mail number on the return receipt card, address it to himself, and attach

.62 RETURNS

Check carrier and messenger returns in the manner described in 161.763c. Carrier will turn in all undelivered articles, delivery receipts, and return receipts for delivered articles.

.63 CLEARANCE

Carrier will prepare Form 3868, *Carrier's Clearance Receipt*, to show the combined total of returned certified letters and delivery receipts. The clearing clerk will sign this receipt and return to the carrier or messenger as his personal record.

.64 DELIVERY TO MILITARY INSTALLATIONS

Certified mail addressed for delivery at military installations within the continental United States must be delivered to the military installations in the same manner as numbered insured mail.

.65 FILING DELIVERY RECEIPTS

File individual delivery receipts, Form 3849, by the last two digits of the certified mail number in the consolidated delivery receipt file unless quantity accumulated over the filing period is less than 200 in which case use last digit only for breaking file. File firm delivery receipts, Form 3883, by the name of the addressee or chronologically by date.

.66 UNDELIVERABLE

Handle certified mail that is undeliverable or is to be forwarded in accordance with 159.27.

168.7 VERIFIED MAILING RECEIPTS

.71 INDIVIDUAL MAILINGS

Verify as follows:

a. Compare name and address of addressee on the article and on Form 3800.
b. If sender has checked blocks on Form 3800 for return receipt or restricted delivery service, make sure the article bears the proper endorsement.
c. Examine the return receipt card to determine whether appropriate blocks in instructions to delivering employee have been checked, and that the card is securely attached. Make sure address is properly completed by the sender.
d. Make certain that proper postal charges have been paid by stamps affixed; endorse mail if airmail or special delivery.
e. Postmark receipt portion and give to mailer. Initial, by the entry on the receipt in ink, time article was mailed if requested to do so by sender.
f. Deposit article in mail. Do not return to the mailer.

.72 QUANTITY MAILINGS

If the certified mail numbers are listed on firm mailing bills in consecutive order and the mail is similarly arranged, verify quantity mailings as follows:

a. Count the pieces of mail and listings on the bill. These should agree.
b. Compare certified mail numbers on first and last articles with the first and last numbers listed on the bill. These should agree.
c. Make a spot check to determine that mailings are properly prepared, and that postal charges have been fully prepaid.
d. Postmark receipt and give to mailer. Enter time articles were mailed if requested to do so by the sender, placing your initials by the entry. Use ink to enter time and initials in the space for the name of accepting employee.
e. Deposit articles in mail. Do not return to mailer.

Part 169
POST OFFICE LOCKBOX AND CALLER SERVICE

169.1 PURPOSE AND DEFINITION OF SERVICE

.11 GENERAL PURPOSE

Post Office Lockbox and Caller Service are premium services provided for the convenience of the public. These two services, provided in addition to available carrier or general delivery, afford customers privacy and permit them to obtain their mail at their convenience during the hours the lobby is open. Both services make use of the traditional post office box number as the address.

.12 DESCRIPTION OF SERVICE

.121 *Lockbox Service*

a. Lockbox service is provided only through the use of post office lockboxes. The term drawer is hereby abolished and all boxes previously referred to by that term are to be considered the same as lockboxes for all purposes, including rental rates. The terms lockbox and box are to be considered the same for purposes of these regulations and the term boxholder is to be applied to those who use lockboxes.
b. Lockboxes are located only in Postal facilities. Customers receive their mail in these boxes and may open the boxes by means of a key or combination. Numbers are assigned to the boxes and the customers must use their assigned post office box number in their addresses immediately above the city, state and ZIP Code.
c. Five sizes of lockboxes are available for rent and customers are assigned a lockbox of a certain size in accordance with their needs as determined by the postmaster.
d. Boxes without doors for customer access, formerly identified as *Call Boxes*, shall be used only in conjunction with general delivery service, and no rent shall be charged for their use.
e. Lockbox service does not include *alternate means of delivery* established to replace, simplify, or extend carrier delivery service. Examples are Vertical Improved Mail (VIM) units, neighborhood cluster box units, apartment house units, rural non-personnel units, etc. These *alternate means of delivery* shall not be administered or charged for under provisions of this part.

.122 *Caller Service*

a. Caller Service is provided through the use of sacks, pouches, trays, bundles, and other devices. Normally, mail is handed to the customer or his agent at a call window or from a loading dock. Caller service users are termed Callers throughout these regulations.
b. Caller service will be provided to customers under the following conditions:
   (1) When boxholders regularly receive more mail than their lockboxes will hold and boxes of adequate size are not available. To determine when this condition exists, the following guidelines apply:
      (a) For this purpose, *regularly*, is interpreted to be when the mail exceeds the capacity of the box for three out of five days.
      (b) Types of mail which are to be considered in making this determination are: letters, flats, second-class publications, SPRs and any items which could be placed in a box in the absence of other mail. Excluded are large boxes, phonograph records, thick catalogs, or any similar item that has greater dimensions than the lockbox.
   (2) To customers who wish to rent more than five lockboxes in any one facility. Five lockboxes may be rented to one customer, but additional separation may be provided only through the use of caller service.
c. Continue to distribute the mail to the box for up to 10 days. If at the end of that time the customer has not paid the rent or left other instructions, remove the mail from the box and treat that mail and any subsequent mail addressed to the customer at that box as undeliverable mail, unless it is possible to deliver it by carrier or general delivery.
d. At the end of 10 days, close the box if the customer has not paid his rent or submitted other instructions.
e. If the customer pays his rent, unplug the lock or notify him of his new combination.

.542 *Callers*

a. If a caller fails to pay his fee by the due date, does not submit a change of address order, and does not attempt to obtain his mail, retain his mail for a period not exceeding 10 days, then treat his mail as undeliverable mail unless it may be readily delivered by carrier.
b. If a caller fails to pay his fee by the due date, does not submit a change of address order, and attempts to obtain his mail within 10 days, explain to him or his agent that at the end of the tenth day after the due date, if payments or a change of address order is not received, his mail will be delivered to his street address. Explain also that he will lose the use of his post office or caller box number(s) and may not obtain his mail at the postal facility. Continue to give him his mail until the end of the ten-day period, but do not provide him in excess of one separation (in case multiple separations had been provided) during that period.

.55 WHEN A BOX IS SURRENDERED

.551 *Rerental of a Surrendered Box*

If a customer surrenders a box before the end of the payment period, the box may be rented to another customer after 15 days. If the box has been closed by the Judicial Officer, the box may be rented to another customer after 20 days. (See 169.8.)

.552 *Surrender of a Box*

A box shall be considered to have been surrendered if:
a. The boxholder submits a permanent change of address order.
b. The boxholder refuses or fails to pay appropriate rent or fees by the due date.
c. The boxholder submits in writing an order to discontinue service.

.553 *Nonsurrender of a Box*

A box shall not be considered to have been surrendered if:
a. The boxholder dies or disappears before the end of the period for which he has rented the box.
b. The boxholder submits a temporary change of address order.
c. There is a change of address order issued for mail going to the box by any person other than the boxholder.

.554 Refund of Box Rent and Caller Fees

a. Handle all refunds under this section in accordance with 147.26.

b. When a lockbox is closed or surrendered or caller service is terminated, no portion of the rent or fees shall be refunded for the remainder of the semiannual payment period in which the action occurs, unless such closure or termination is the result of discontinuance or relocation of a facility (see 169.554c). A customer, who has paid for a semiannual rental period subsequent to that in which the closure or termination occurs, may apply for a refund of the entire box rent or caller fee applicable to the subsequent period.

c. Former lockbox or caller service customers of discontinued or relocated postal facilities may obtain a refund of unused box rent or caller service fees whenever additional travel of .4 kilometers (.25 miles) or more (from the address listed on the applicable Form 1093) is required to obtain equivalent service. For refunds under this section, one-sixth of a semiannual rental fee may be refunded for each month remaining in the rental period. If the effective date of the facility discontinuance falls on or before the 15th of the month, the refund shall be computed from the first day of that month. If the effective date is after the 15th day of the month, the refund shall be computed from the first day of the following month.

169.6 OPERATIONS

.61 PLACING IN BOXES

Place mail addressed to post office boxes in proper boxes immediately after distribution. If the flow of the mail allows it and no lengthy delays will occur, attempt to place larger items such as newspapers, catalogs, and magazines in boxes prior to placing smaller items such as letter mail and flats into the boxes.

.62 WITHDRAWAL FROM BOXES

Mail may be delivered to authorized persons who have forgotten their keys or cannot open their boxes. However, mail should not be handed out to persons properly supplied with keys who can open their boxes but who make it a practice of requesting that their mail be given to them.

.63 DELIVERY BY CARRIER

Do not remove mail from boxes of address for delivery by carrier except for the case of box service discontinued due to failure to pay rent.

.64 MULTI-PICKUP CALLERS

Callers who desire to call at a postal facility for their mail more than once in any 24-hour period as a regular practice shall make provisions with the postmaster for the establishment of a proper and reasonable schedule of pickup. Postmasters shall determine the times and places most satisfactory to the post office.

.65 STANDARDS

.651 Box Service.

If the postmaster determines that safety and security provisions allow it and if he determines that there is sufficient public demand, then he may keep the box lobby open to the public 24 hours per day.

.652 Caller Service

Caller service shall be provided during normal hours of business. Caller service may be provided at all other hours during which mail is undergoing distribution within the facility if it is consistent with normal operations.

.66 CHANGES OF ADDRESS ORDER

.661 Standard Procedure For Use In Facilities Without Central Markup System

a. When the number of Forms 3575, *Change of Address Order*, averages five or more per month, maintain a change of address order book (supply item 0-391-M) in the box and caller section.

b. Use a separate *Address Change Sheet*, Form 1564, for each letter of the alphabet separated by item 0-89 (b), Index.

c. As Forms 3575 are received, post pertinent information chronologically on appropriate sheet. Make appropriate entries on Forms 1564 whenever a former boxholder fails to furnish a forwarding order at the time he surrenders a lockbox or when it is closed for nonpayment of rent.

d. Maintain one set of Forms 1564 at the main office, station, or branch providing the service.

e. After entry to Forms 1564, file Forms 3575 chronologically by months or alphabetically, in a manner that will permit withdrawal at the end of the month after requests are 2 years old. See 158.2 for forwarding time limit.

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Subchapter 170 NONMAIL SERVICES

Part 171

MONEY ORDERS

171.1 ISSUANCE OF DOMESTIC MONEY ORDERS

.11 WHERE SOLD

Domestic money orders may be purchased at all post offices, branches, and stations in the United States and its possessions, except for certain offices in Alaska. Money order facilities are also provided for members of the Armed Forces of the United States.

.12 AMOUNTS, FEES, PAYMENTS

.121 *Money Order Amounts*

The maximum amount for a single money order is $300. There is no limitation on the number of orders that may be purchased at one time, except when the Postal Service may impose temporary restrictions.

.122 *Money Order Fees*

a. The fee for a postal money order issued to authorized civilian military personnel and/or their dependents by an Armed Forces Postal Clerk on board any ship or at any Military Post Office (APO or NPO) located outside the 50 States, Puerto Rico, and Guam is 15¢, regardless of the amount of the money order. Postal money orders issued to others shall be charged at the fees indicated below.

b. Fees for domestic money orders issued at other post offices including those with branches or stations on military installations are as follows:

Amount of money order	Amount of fee
	Domestic
$0.01 to $10	$0.50
$10.01 to $50	.70
$50.01 to $300	.90

.123 *Paying for Money Orders*

Money orders must be paid for in United States money. Coins are legal tender in any amounts.

.13 ISSUE PROCEDURES FOR MONEY ORDERS

.131 *General*

All orders will be issued on the money order imprinter. Manual issuance is prohibited.

.132 *Imprinter Preparation*

At the start of a duty tour, the issuing clerk receipts for blank money order sets and a numbered validation plate unless already in his possession, by signing control registers maintained on item 0–127a. At the work station, the clerk verifies that the office number plate is affixed and uses the non-metallic

stylus to set the appropriate date into the dating device on the imprinter. (The setting from left to right is year, month, and day, such as 740402 for April 2, 1974.) The validation plate is then placed in the designated position on the imprinter as described in the operating instructions.

.133 *Imprinting the Order*

Before imprinting each money order, clerks will verify that the proper date is set, the validation plate is in place and the print handle is positioned to the extreme left. Set the five amount keys to the requested amount (never more than $300) and verify the setting as registered in the small windows above the keys. Next, select and insert the limitation plate for the same or next higher amount, and insert the blank money order form set so that it lies flat on the machine within the form guides. Finally, imprint the order by moving the print handle in one continuous motion to the extreme right position and returning it in a continuous motion to the starting position.

.134 *Completing the Transaction*

Remove the imprinted form set, snap-out the carbons and dispose of the carbons and stub as trash. Verify that all information (including validation plate and limitation plate imprint) is clearly imprinted on the money order, and that the date, office number, and amount are clear and completely legible on all parts. (See 171.162 for spoiled orders.) Both customer and clerk should verify the amount on the order. Next, collect payment for the face amount and the fee and then hand the money order and customer's receipt to the customer. Finally, place the voucher in the proper receptacle for end of day reporting, replace the limitation plate in its storage slot and move the amount keys back to their asterisk position. If two or more clerks share a single imprinter at the same time, each must remove his validation plate from the imprinter after his own sale.

.135 *Inoperable Imprinter Procedures*

Manual issuance of money orders is not permitted. Inoperable imprinters must be replaced or restored to service as quickly as possible. While service is disrupted, customers will be advised of the anticipated time that service will be restored and of the location of nearby facilities where service is available. Also, they will be allowed to apply on Form 6001, *Application for Domestic Money Order* for immediate issuance of an order upon restoration of service. In such instances, procedures as prescribed for issuance to rural customers (171.15) will apply, except that mailing of orders to payee, and orders and/or customer receipt to customers will be at Postal Service expense.

.14 COMPLETION OF MONEY ORDER BY PURCHASER

Clerks should remind the purchaser of the necessity to complete the information on both the order and the customer's receipt. The Postal Service is not liable for money orders lost before completion by the purchaser. Purchasers must fill in the following information on the money order and the customer's receipt:

a. *Name and address of payee and name and address of purchaser.* The customer should do this promptly to protect his rights in the event the order is lost. Also, he should complete and safeguard the customer receipt since if must be presented if inquiries are made later. Money orders may be made payable to:
   (1) The purchaser, if desired.
   (2) Only one person or firm. Show complete name to avoid redemption difficulties.
   (3) Payee by his official title. *Examples:* Director of Internal Revenue, Baltimore; Cashier, First National Bank, Richmond, VA.

Mail Matter, should be initiated and processed immediately if loss is believed to have occurred in the mail.

(3) Application for a duplicate of a mutilated order or an order void by too many endorsements, on Form 6401, may be filed at any time if the order is attached.

(4) If the customer's receipt is presented, the post office shall endorse it "Form 6401 (date)" and return it to the applicant. *The postmaster shall not keep any record of the filing of the form.* Reply will be made directly to the inquirer.

b. *Issuance of Duplicate Order*

(1) The Money Order Division will issue a duplicate money order in accordance with the wishes of the purchaser applicant without the consent of the payee or endorsee, provided the records indicate that payment has not been made. However, the purchaser has no claim on COD orders.

(2) Send a mutilated or void order to the Money Order Division with a properly completed Form 6401.

(3) The Money Order Division will forward the duplicate to the payee named on Form 6401. The customer's receipt will be sent to the person submitting Form 6401, when he is not the payee of the duplicate.

c. *Orders Recovered After Duplicate Issued*

When a duplicate order has been issued, write *Canceled-Duplicate Issued* on the original order and send it to the Money Order Division. If the postal employee does not know whether a duplicate was actually issued, send the recovered order with Form 6401.

d. *Payment of Duplicate Orders*

A duplicate money order is payable only to the payee named thereon or to his endorsee.

171.2 INTERNATIONAL MONEY ORDERS

.21 ISSUANCE

.211 *Where Sold, Amounts and Fees*

An authorization to issue an international money order may be purchased at almost all post offices with 950 or more revenue units. Some post offices with fewer than 950 revenue units have been designated to provide this service. Post offices not designated but having sufficient need for the service will make application to the regional controller. International money orders will be issued to addressees in those countries that have agreed with the United States to conduct such business. The maximum amount for an international order is $300, EXCEPT THAT ORDERS PAYABLE IN GREAT BRITAIN SHOULD NOT EXCEED £50 (APPROXIMATELY $115) AND THOSE PAYABLE IN SYRIA $250. The fees are as follows:

Amount of International Order:	*Fee*
$0.01 to $10	$0.45
$10.01 to $50	.65
$50.01 to $300	.75

.212 *Application*

a. For most countries and localities (see 171.218 and 171.219), the authorization to issue an international money order form is used. Application must be made on Form 6701, *Application for International Money Order*. For Mexico an optional application Form 6701–A, *Application For a Money Order Payable in Mexico*, is provided. In most cases, the amount is written in United States dollars and converted into foreign currency in the country where payable. For this reason, only approximations may be given for amounts in foreign currency, except Canadian.

b. Purchasers must complete Form 6083, *Supplemental International Money Order Advice*, written in the foreign language *if possible*, when they send money orders payable in Greece, Lebanon, Syria, Yugoslavia, and Japan.

c. Purchasers will be given a receipt. The postmaster will send the authorization form to the Money Order Division where the international order is issued.

d. Purchasers must state the following details in their application regarding the payee: full name, exact address, name of city, town, or village; name of the canton, department, or district as the case may be. If the payee is a woman, state whether single, married, or widowed. The purpose of the payment should also be stated.

.213 *Domestic International Money Orders*

For certain countries the domestic money order form is used. There is no application. See 171.217.

.214 *Issuing Procedures*

a. *When Domestic Form Is Used.* Handle in the same manner as for domestic orders. (See 171.13 and .14.) For Canada, the amount on the order must be expressed in both U.S. and Canadian money. Consult the current conversion table. Put the amount received in U.S. money and select the limitation plate in the usual manner. *Write* the Canadian equivalent on the *For* line in the *Purchased By* block and put *Canadian* before it.

b. *When Authorization to Issue an International Money Order is Used*

(1) *Reviewing Application.*—Verify that Forms 6701 or 6701A are *properly and legibly completed* in accordance with the instructions on the back. Incomplete Form 6701 will delay transmission to country. *Make sure that the country of payment is one of those listed in 171.218 and 171.219.* Do not accept applications for countries not included on those lists. Every effort should be made to have customers specify the purpose of payment as an aid to the recipient in identifying the sender. However, the form may still be accepted if they refuse to do so. Verify also that the customer has properly completed and submitted Form 6083 when required.

(2) *Imprinter Preparation.*—Prepare the imprinter for issuance of the form set, *authorization to issue an international money order*, exactly the same as described in 171.132 for domestic form set. Make a practice of verifying that the date is correctly set.

(3) *Imprinting the Form Set.*—Imprint the authorization form set exactly the same as the domestic form set as described in 171.133. Manual issuance is prohibited. The imprinted amount on form sets will always be in U.S. money. If a customer insists on the foreign equivalent for an order payable in one of the following countries, obtain the conversion rate from a local bank or firm which deals in foreign currency: Belgium, Denmark, France, Great Britain, and Northern Ireland, Guyana, Ireland, Luxemburg, Netherlands, New Zealand, Norway, Republic of South Africa, Surinam, Sweden, Switzerland, and Tunisia. If no such source is available locally, call the International Exchange Section, Money Order Division, St. Louis PDC, on 314–622–4933. Advise the customer in all cases that the quoted foreign equivalent is only approximate and will not necessarily be the amount paid in the foreign country.

(4) *Completing the Transaction.*—

(a) Remove the imprinted form set and snap-out the carbons.

(b) Dispose of the carbon and stub as trash.

dates of the individual certificates occurring before April 26, 1967. No interest accrues after that date, but the face value of a certificate and the interest due to anniversary date will be paid whenever the certificate is surrendered.

173.2 RECORDS OF ACCOUNTS

The records of accounts with outstanding balances, Form 600, *Record of Postal Savings Account*, which were established when the accounts were opened, have been transferred to the Treasury Department. They will be maintained there as the official records of the accounts.

173.3 WITHDRAWALS

All withdrawals will be paid by the Treasury Department. Postmasters should advise customers to mail the endorsed certificates to the Treasury Department, Bureau of Government Financial Operations, Division of Financial Management, Claims Review and Settlement Branch, Washington, DC 20226.

173.4 INQUIRIES FROM DEPOSITORS AND CLAIMANTS

If a person claims to have a postal savings account, but does not have any certificates evidencing deposits, or requests information about an account as an entitled claimant, the postmaster will tell the person inquiring to write the Treasury Department at the above address for information and assistance.

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